

# Student and Parent Handbook 2023-2024



Revised 2023

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## The School Crest

The school crest is a visual representation of Ephesians 6:10-18. In this passage Paul describes the spiritual warfare in which we are engaged and the resources available to win this battle. The crest is divided into three sections.

The commitment to the Christian life and the equipping of our children requires personal discipline and often the giving up of privileges that might otherwise be enjoyed. The top left section pictures our motivation as parents in the equipping process. The prize is not a temporary crown but the eternal crown, bestowed by Christ (1 Cor. 3:13; 2 Cor. 5:10). We will glorify Christ for having been able to win those he has entrusted to our care (2 Cor. 1:14; Phil. 2:16; 1 Thess. 2:19).

The top right section of our crest illustrates praying hands. Prayer is the warrior's resource. The lower section containing a shield and two swords represents the whole armor of God whereby we can withstand evil days. The goal of Heritage Christian Academy is to prepare and equip students with this armor.

The palm branches that embellish the crest are symbolic of our submission to the Lordship of Jesus Christ. All that we do as parents, and as a school, we do for the "Greater Glory of God."

Ad Maiorem Dei Gloriam

**“Blessed is the one who finds wisdom,  
and the one who gets understanding.”**

**Proverbs 3:13 (ESV)**

## **MISSION STATEMENT**

The mission of Heritage Christian Academy is to provide academically able students a challenging educational experience designed to help them know, love, and practice that which is true, good, and excellent; and to prepare them to live purposefully and intelligently as they pursue the individual calling God has given each of them.

## **STRATEGIES**

To accomplish this mission, the school offers its students an education that is both classical and Christian. It is classical in that it draws deeply on the rich heritage of western civilization and culture; it is Christian in that it recognizes the Bible as the final authority in matters of life and thought. Students are encouraged to develop a worldview that integrates Christian faith with all areas of learning.

The school functions as a nurturing community in which students are respected as unique individuals created in the image of God, each having special abilities and needs. The students are taught by skilled and knowledgeable teachers who love children and are dedicated to helping them realize their highest spiritual, intellectual, physical, social, and creative potential. Classes are kept small so that each student will receive individual attention and have abundant opportunities to participate and lead.

The school takes an active interest in the character growth of its students. Subsequently, the school helps each child develop a disciplined spiritual, intellectual, moral, and physical lifestyle in order that he may build a firm foundation for responsible and joyful life in his relationship with Jesus Christ.

The school offers its students a rich humanities, arts, and social studies curriculum that integrates the study of literature and the arts with the study of history and geography. Students come to understand the present and gain perspective on the future through acquiring knowledge of the past. They are warned of evil and error and challenged to live virtuously and nobly through the example of those who have lived before them. They learn to think critically and biblically through engaging in dialogue with outstanding thinkers of the past and present. They are encouraged to express themselves creatively in written and artistic media as they appreciate and enjoy great literature and art.

The school offers its students a mathematics and science program that enables them to master the content and skills that will prepare them to meet the challenges of the modern world. From the early grades, the mathematics curriculum encourages mastery of concepts and skills that are foundational for advanced study and emphasizes the practical application of what is learned to real-life problems. The science curriculum utilizes a hands-on approach, which enables the students to acquire an in-depth understanding of the world in which they live through a direct encounter with the wonders and laws of God's creation.

## **HERITAGE CHRISTIAN ACADEMY STATEMENT OF FAITH**

Members of the Board of Trustees, faculty, and staff of Heritage Christian must be wholeheartedly committed to the central and foundational beliefs and principles of the Christian faith reflected in this statement of faith. The substance of this statement will be considered primary doctrine and will be unapologetically taught in numerous ways through all grade levels. Secondary or divisive doctrines and issues will be referred to the family and local church for final authority. We seek to build Christian unity between students and families and pledge that, empowered by the Holy Spirit, the School will never drift from stressing the central doctrines that promote the gospel of our Lord Jesus Christ.

We believe that the Bible is the inspired and inerrant Word of God and is the final rule for all of life. Accordingly, our philosophy of education is founded upon several key Scriptural principles. While the list of principles below is not exhaustive, they are sufficient to allow us to draw the following right and necessary inferences that are the foundation of a distinctively Christian education.

- **We believe** that the Scriptures are the very Word of God in their entirety and, therefore, are our authority in matters of faith and practice.
- **We believe** in one God, creator of the universe, eternally existing in the persons of the Father, the Son, and the Holy Spirit.
- **We believe** that God wonderfully and immutably creates each person as male or female. These two complementary genders together reflect the image and nature of God.
- **We believe** that when man disobeyed God, he fell from grace and brought sin into the world.
- **We believe** that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, crucified for our sin, and raised from the dead in eternal victory. He is an undiminished deity and genuine humanity in one person.
- **We believe** that the Holy Spirit is a personal Being who convicts the world of sin and who regenerates, indwells, empowers, guides, and seals believers eternally for God.
- **We believe** that regeneration by the Holy Spirit is absolutely necessary for the salvation of lost sinners, and that those who receive the Lord Jesus Christ by faith are born again into the family of God.
- **We believe** that the family of God is the church, which is the body of believers of which Christ is the head.
- **We believe** that marriage is the uniting of one man and one woman in a single, exclusive union as set forth in Scripture.
- **We believe** that in accordance with the love God expressed for His love for His creation every person must be treated with compassion, love, kindness, respect, and dignity.
- **We believe** that Heaven is the abode of God and the place of eternal joy for the saved, and that Hell is the place of eternal punishment of separation from God for the lost.

## **CLASSICAL EDUCATION**

As we use it here, the word classical refers to the structure and form of the education we provide. It refers also to the content of the studies.

In all its levels, programs, and teaching, Heritage Christian Academy seeks to do the following:

- Emphasize grammar, logic, and rhetoric in all subjects.
  - The structure of our curriculum is traditional with a strong emphasis on the basics. We understand the basics of subjects such as mathematics, history, and language studies.
  - Not only do we cover these subjects, but we also cover them in a specific way. For example, in history class, the students will not only read their text, but they will also read from primary sources.
  - Grammar, logic, and rhetoric will be emphasized in all subjects. By grammar, we mean the facts and rules of each subject (we do not limit grammar to language studies).
  - Each subject has its own grammar which we require the student to learn. This enables the student to learn the subject from the inside out.
- Encourage every student to develop a love for learning and live up to his academic potential.
  - This goal is impossible to realize unless the teachers have a real love for the subject. If the teacher is not excited about having this knowledge, then why should the student be excited?
  - Necessity may induce the student to learn the material; it will not induce him to love it. If he does not love it, he will content himself with some minimum standard.
  - A teacher who is excited about the subject he teaches will be extremely sensitive to those students who are seemingly bored.
  - If this goal is successfully reached, then the student will spend the rest of his life building on the foundation laid during his time at Heritage Christian Academy.
  - Students will receive the tools of learning and will acquire the desire to use them.
- Provide an orderly atmosphere conducive to the attainment of the above goals.
  - There is only one way to maintain an orderly atmosphere in a school, and that is by means of consistent, loving discipline.
  - We understand that some discipline problems are related to other difficulties and cannot be solved by school discipline, but our primary obligation is to all students who require an orderly atmosphere in which to learn.
  - We will not tolerate the ongoing presence of a disruptive student. He must either submit to the standards of the school, or he will be subject to expulsion.

Any one of the above goals by themselves is inadequate for education. Together, these goals establish a firm foundation. We look forward to providing your children with an education that is rarely seen today.

## THE TRIVIUM OF CLASSICAL EDUCATION

<b>GRAMMAR (Poll-Parrott)</b>	<b>LOGIC (Pert)</b>	<b>RHETORIC (Poetic)</b>
<b>Grades KPrep-5</b>	<b>Grades 6-8</b>	<b>Grades 10-12</b>
<b>Approximate Ages 4-10</b>	<b>Approximate Ages 11-13</b>	<b>Approximate Ages 14-18</b>
<b>Student Characteristics</b>	<b>Student Characteristics</b>	<b>Student Characteristics</b>
<ul style="list-style-type: none"> <li>• Excited about new, interesting facts.</li> <li>• Likes to explain, figure out, and talk.</li> <li>• Wants to relate own experiences to topic or just to tell a story.</li> <li>• Likes collections and organizing items.</li> <li>• Likes chants and clever, repetitious word sounds.</li> <li>• Easily memorizes.</li> <li>• Can assimilate another language well.</li> </ul>	<ul style="list-style-type: none"> <li>• Still excitable but needs challenges.</li> <li>• Judges, critiques, debates, critical.</li> <li>• Likes to organize items.</li> <li>• Shows off knowledge.</li> <li>• Wants to know “behind the scenes” facts.</li> <li>• Curious about “why” for most things.</li> <li>• Thinks and acts as though more knowledgeable than adults.</li> </ul>	<ul style="list-style-type: none"> <li>• Concerned with present events, especially in own life.</li> <li>• Interested in justice and fairness.</li> <li>• Moving toward special interests, topics.</li> <li>• Can take on responsibility, independent work.</li> <li>• Can do synthesis.</li> <li>• Desires to express feelings and own ideas.</li> <li>• Idealistic.</li> </ul>
<b>Teaching Methods</b>	<b>Teaching Methods</b>	<b>Teaching Methods</b>
<ul style="list-style-type: none"> <li>• A lot of hands-on work, research projects.</li> <li>• Field trips, drama</li> <li>• Make collections, displays, models.</li> <li>• Integration of subjects through the above means.</li> <li>• Recitations, memorization.</li> <li>• Drills, games.</li> <li>• Oral/written presentations.</li> </ul>	<ul style="list-style-type: none"> <li>• Timelines, charts, maps (visual materials).</li> <li>• Debates, persuasive reports.</li> <li>• Drama, re-enactments, role-playing.</li> <li>• Evaluations with guidelines.</li> <li>• Formal logic.</li> <li>• Research projects.</li> <li>• Oral/written presentations.</li> <li>• Guest speakers, trips.</li> <li>• Oral assessments.</li> <li>• In-depth field trips, even overnight.</li> <li>• Guide research in major areas with the goal of synthesis of ideas.</li> </ul>	<ul style="list-style-type: none"> <li>• Drama, oral presentations.</li> <li>• Guide research in major areas with the goal of synthesis of ideas.</li> <li>• Many papers, speeches, debates.</li> <li>• Give responsibilities, e.g., working with younger students, organizing activities.</li> <li>• In-depth field trips, even overnight.</li> <li>• World view discussions/written papers.</li> <li>• Oral assessments.</li> </ul>

## **PARENT AND STUDENT HANDBOOK INTRODUCTION AND PURPOSE**

For the sake of our mission at Heritage Christian Academy (referred to as HCA hereafter in this handbook) and the good of our community, we have created this *Parent and Student Handbook*. This handbook provides guidance on HCA policies, practices, and procedures. We want each family to be informed and prepared.

HCA families and students are expected to read and be familiar with the information contained herein. Our families, faculty, and students commit to following our policies, practices, and procedures.

HCA reserves the right to interpret, add, delete, or modify all policies, practices, and procedures contained in this *Parent and Student Handbook* as deemed necessary at any time. Parents and students will be notified when changes have been made. Parents should direct any questions concerning the information contained in this handbook to their child's teacher and/or administrative staff.

After reading this *Parent and Student Handbook* with your child, please sign the *Code of Conduct* form and the HCA Cooperation *Agreement* (referred to as the Agreement hereafter in this handbook).

- *Code of Conduct* must be on file with the Classroom Teacher on the first day of school.
- *The agreement* must be on file in the front office on the first day of school.
- Both the *Code of Conduct* and the *Agreement* must be signed annually.

### **PURPOSE**

To work with likeminded parents for the purpose of providing students with a Christian education and Biblical worldview. By integrating the Christian faith into all areas of academic instruction, students come to know, love and practice that which is true, good, and excellent.

**“Classical and Distinctly Christian”**

## **THE PERILS OF GOSSIP**

The well-being of the school and, in turn, the well-being of our children are **dependent upon the positive support of parents**. In the following excerpt from a lecture by Douglas Wilson, author of “Recovering the Lost Tools of Learning”, he addresses the detrimental effect of not handling disagreements appropriately.

“In fact, everyone who wants to live a godly life in Christ Jesus will be persecuted.” (2 Timothy 3:12)

“Christians are told in scripture to expect persecutions for their faith. The Christian school is certainly not exempt from this. We tend to watch the horizon for the enemy to make a frontal assault on our gates. But the large-scale attack from outside the Christian community (usually) never comes. **The most vicious, painful, and lethal attacks always seem to come from within the camp.**” Whoever said, “We have met the enemy, and he is in us” must have been involved in establishing a Christian school!”

“Behold how great a matter a little fire kindleth! The tongue is a fire, a world of iniquity; so is the tongue among our members, that it defileth the whole body, and setteth on fire the course of nature, and it is set on fire of hell” (James 3:5-6).

“**We sin more with our mouths than in any other way.** There is not a more destructive force on our school than some of the things we say. One person reports to another how he perceives a problem. A second person may have an axe to grind and puts the worst possible spin on the situation. A third person says nothing but listens eagerly to the first two. Soon the issue spreads and everyone else takes a side. The school now has a crisis.”

“The tongue of the wise uses knowledge rightly, but the mouth of fools pours forth foolishness.” (Proverbs 15:2).

“Unfortunately, the fool never identifies himself as such. So, we must carefully evaluate, weigh, and consider the words we hear according to Scripture. **Does this conversation conform to God’s words or not? Our parents and faculty should hold one another accountable to this standard. Lending an ear to the talebearer is just as bad as bearing the tale.** Let’s say a parent thinks a teacher is giving too much homework. That parent should discuss the issue with the teacher and not with the other parents in the school. Disagreements with a policy should be discussed with the Head of School and if there is no resolution at that level, your concerns should be sent to the Board.”

“Whoever guards his mouth and tongue keeps his soul from troubles.” (Proverbs 21:23). (“He keeps his school from troubles as well!”)



## **PARTNERSHIP: HOME, CHURCH, SCHOOL**

God has given parents the privilege and responsibility to rear their children to become godly men and women based on biblical truth. At HCA, we desire to partner with likeminded parents who will stand together against the secular tide of our culture and nurture their children in the pursuit of righteousness.

In academics, we ask parents to partner with us to support and encourage children to not only love learning, but to become life-long learners. Parents lead in this area by making sure their child has good attendance, completes homework assignments carefully and in a timely manner, and prepares himself for assessments.

We are committed to partnering with like-minded parents to develop a Christlike character in our children and teach them to always conduct themselves in a way which honors God. HCA prays that all students in our school community think of themselves as ambassadors for Christ.

HCA encourages parents to ensure their children's faith flourishes by taking them to a Christ-centered church on a regular basis. One of the best ways to help students develop good character is through routine worship with their church family.

We also believe in open, honest, ethical, communication which encourages our families in Christ. We know parents desire to have truthful and realistic information about their child's progress academically, emotionally, physically, socially, and spiritually. HCA as a school community schedules conferences with parents for in-person conversations throughout the school year. We also communicate with parents via email and via the FACTS portal.

Our goal, as partners with parents, is to honor God in all we do. Cooperation between home and school is necessary for the success of the Heritage mission.

## **PARENT AND STUDENT AGREEMENT**

Parents and students are required to read and sign the Heritage Christian Academy Parent and Student Agreement.

### **We commit to and agree:**

- We will support and comply with HCA in its Statement of Faith, mission, purpose, policies, practices, and procedures.
- We will support the Student Code of Conduct, Dress Code and Uniform Policy, and the Discipline Policies, Practices, and Procedures of HCA.
- We will inform HCA if our child has been evaluated for any type of exceptionality, diagnosed with any special needs, or has experienced past behavioral issues.
- We will abide by all financial agreements.
- We will follow the Resolution Policies, Practices, and Procedures as set forth by HCA.

### **Responsibilities of commitment and agreement:**

- We understand that a critical or uncooperative attitude by a parent, family member, or student will not be displayed at HCA and will not be tolerated.
- We understand if an attitude of Christian humility and cooperation is not possible by either parent, family member, or student, the student is subject to dismissal.
- We understand that sometimes a parent, family member, or student may not agree with specific HCA practices. When this happens, HCA will take into consideration the concerns and opinions of those involved. However, HCA will ultimately base all decisions on what directly aligns with the mission and vision of the school.
- We understand that HCA reserves the right to dismiss any student who persistently and willfully neglects his/her academic work, exercises poor citizenship, and/or reflects adversely on the Christian principles of HCA. A student will be considered for dismissal if he/she engages in behavior or a lifestyle inconsistent with biblical guidelines.
- We understand at the end of each academic year, administrative staff chooses which students qualify to return the next academic year.
- We understand all families must cooperate with the teachers, administration, and the staff of HCA.
- We understand HCA is not a replacement for the discipleship biblically required of parents at home.
- We understand the Christian education received at HCA is not a replacement for regular church attendance.
- We understand that HCA does not admit students who have behavioral or academic needs that cannot be met within regular curriculum and classroom protocols.
- We understand that HCA has the right to determine whether HCA can meet a child's specific academic and behavioral needs and will discuss the school's findings with the parents. HCA will not make any guarantees.
- We understand the administration reserves the right not to invite a student to enroll for the following year if faculty and administration believe the student has educational or behavioral needs outside the mission of the school.

## **ACADEMICS**

### **Academic Assistance and Tutoring**

- Teachers are available two afternoons per week for academic assistance.
- Teachers will inform parents and students at the beginning of the year which two days of the week they are available for tutoring.
- Support during break time should be scheduled by the teacher and should not occur on a regular basis.
- Although teachers may occasionally assist students during break, it is important for both the teacher and students that break time is not a regularly scheduled tutoring session.
- Break time is necessary so that both the teacher and students return to class refreshed and ready to work.
- Outside tutoring sources may be selected by parents to cover specific material or help a student catch up after a prolonged absence, or even for remediating specific skill deficiencies.
- If an outside tutor is coming to the Heritage campus, parents must provide this information to the office staff, including tutor contact information.

### **Tutoring Outside of HCA**

- The school may occasionally recommend or approve individual tutoring outside of school for two reasons:
  - to cover specific material missed due to late entry into Heritage or a prolonged absence, or
  - to remediate specific skill deficiencies which have been identified.
- Arrangements for tutoring should be made only after consultation with teachers. All tutor contact information must be shared with the main office if the tutor is not a Heritage staff member and is coming to the Heritage campus.

### **Academic Probation**

- A student whose scholastic work is unsatisfactory in relation to the school's standards (any grade lower than a "C" on a report card) in grades 3-8 may be placed on academic probation.
- The student will continue to enjoy all privileges of the school, but continuation in the school after the close of the year of probation is dependent upon the student's ability to achieve a satisfactory standing.
- Teachers and/or Administration will make every effort to contact the student's parents to discuss the student's academic progress.
- Parents must make every effort to assist their child in improving grades. Teachers and administration will provide specific suggestions to support the student's improvement,

including after-school tutoring provided by HCA teachers, monitoring of organizational skills of student, and completion of homework.

- Students in Kindergarten Prep through Class 2 will not be placed on Academic Probation; however, teachers and administration will schedule a parent conference to discuss their child's lack of progress and make recommendations for a successful completion of the school year or notify them of the potential need for repeating the grade level in the next school year.

### **Accreditations**

South Carolina Independent Schools Association (SCISA) is the accreditation agency for HCA. Accreditation is a voluntary process which assists schools in building stronger educational programs.

### **Conferences with Parents**

- **August:** Orientation, meet and greet the teacher, parent-teacher conferences.
- **October:** Report cards distributed during in-person parent-teacher conferences.
- **May:** Report cards distributed during in-person parent-teacher conferences.
- **Additional conferences:** scheduled as deemed appropriate by either a teacher or a parent.
- The fall conference (usually in October) covers the students' work through the first three months of school.
- The end-of-year conference reviews the year and assists in planning the student's academic work for the next year, including summer assignments.

## Grading System

### Kindergarten Prep

*Student observations and work samples are used to evaluate early learning skills and standards.*

**P:**     **Proficient** (Meets expectations: Student consistently demonstrates concepts and skills.)

**S:**     **Satisfactory** (Making progress towards expectations: Student demonstrates skill some of the time with support.)

**NI:**    **Needs Improvement** (Not yet meeting expectations: Student is rarely able to demonstrate skill and requires ongoing support.)

### Kindergarten Through Class 2

**E** (90-100):   **Exceeds** (Exceeds the grade level expectations, working consistently and independently.)

**P** (80-89):     **Proficient** (Meets expectations: Student consistently demonstrates concepts and skills.)

**S** (75-79):     **Satisfactory** (Making progress towards expectations: Student demonstrates skill some of the time with support.)

**NI** (60-74):    **Needs Improvement** (Not yet meeting expectations: Student is rarely able to demonstrate skill and requires ongoing support.)

**U** (0-59):     **Unsatisfactory** (Not meeting expectations: Student is not able to demonstrate skill, even with ongoing support.)

### Reporting a Grade of "NI" or "U"

- In the event a student earns a “NI” or “U” for any quarter in any class or subject, the parents must have received prior notification. That is, no quarter grade of a “NI” or an “U” is to be assigned unless the teacher has ascertained that the parents understand the reasons for these grades.
- “Blind-siding” or surprising parents with a “NI” or an “U” is forbidden. To help prevent this from happening, a specific day will be noted by an administrator every quarter where he will determine from each teacher that all parents of students potentially receiving an “NI” or an “U” for the quarter have been contacted.

### **Classes 3 Through 8**

90-100:	<b>A</b>
80-89:	<b>B</b>
70-79:	<b>C</b>
60-69:	<b>D</b>
0-59:	<b>F</b>
Incomplete:	<b>I</b>

### **Reporting a Grade of “D” or “F”**

- In the event a student earns a “D” or “F” for any quarter in any class or subject, the parents must have received prior notification. That is, no quarter grade of a “D” or an “F” is to be assigned unless the teacher has ascertained that the parents and the student understand the reasons for these grades (missing assignments, poor grades, etc.).
- “Blind-siding” or surprising parents with a “D” or an “F” is forbidden. To help prevent this from happening, a specific day will be noted by an administrator every quarter where he will determine from each teacher that all parents of students potentially receiving a “D” or an “F” for the quarter have been contacted.

### **Grading in Physical Education**

- Assessments are given every quarter for participation in physical education.
- The criteria used for grading are the student’s general attitude toward the program, the degree of cooperation, promptness, proper PE clothes for class, and the degree of improvement.
- Evaluations are not based on the student’s ability to perform in a particular sport.

## **Homework**

The HCA Administration is sensitive to time devoted to academic work outside the traditional academic day. Although occasional conflicts arise, students should not let other obligations or distractions such as athletics, jobs, planned activities, social media, or other diversions hinder the completion of academic assignments.

### **Note:**

- Homework will NOT be assigned in any grade level on Wednesdays and holidays, except:
  - studying for previously assigned tests,
  - literary reading assignments,
  - Bible reading,
  - studying math facts,
  - studying phonograms, and
  - reading out loud.
- Homework assigned on the weekends will be limited to the recommended times in the homework chart for weekends.

## **Philosophy**

The assignment of homework is not a prerequisite to providing a rigorous education. Fulfilling the goals of a classical education does not necessitate assigning several hours of homework each night. Teachers should have a specific purpose in mind when they decide to assign homework (see below). Teachers are encouraged to have students begin work on assignments during class. Below are the primary reasons or causes for homework being assigned:

- A.** Students often need some amount of extra practice in new concepts, skills, or facts. In certain subjects (e.g., math or languages), additional time outside of school for much practice may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary **practice**.
- B.** Repeated, short periods of practice or study of new information are often better ways to learn than one long period of study.
- C.** Parental involvement is critical to a child's education; homework can be used as an opportunity for parents to actively assist their child in studies. This will also keep the parents informed as to the current topics of study in the class.
- D.** Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely, or require additional time to practice and master a concept.
- E.** A student who has been absent from school and who needs to catch up on assignments missed.

## **Homework in Class Kindergarten Through Class 5**

- Homework is a training process which provides students with independent learning experiences.
- Homework is intended to develop an excellent work ethic in each student as well.
- Homework in the Lower School at HCA must be purposeful and able to be completed within a reasonable period.
- When an assignment is given, the teacher will provide an approximate amount of time predicted for completion of the assignment.
- Homework can be given for:
  - Reinforcement of classroom instruction,
  - Practice in skill development (sight words, reading, spelling, math, procedures).
  - Memorizing essential information (math facts, Bible verses).
  - Applying skills (book reports, projects) and,
  - Preparing or studying for tests.
  - Making corrections.
- NO Homework is assigned on Wednesdays or holidays.
- Homework assigned on weekends must follow the time limitations recommended below.

## **Homework in Middle School**

- Homework in Middle School is a vital part of the academic process.
- The purpose of homework is to review, practice, expand, and enrich concepts that have been introduced in the classroom.
- Homework also promotes responsibility and discipline in preparation for rigorous high school and college curriculums.
- Homework can also be given to assist in the development of responsibility and time management skills.
- When an assignment is given, the teacher will provide an approximate amount of time needed to complete the assignment.
- NO Homework is assigned on Wednesday evenings or during holidays.
- Homework assigned on weekends must follow the time limitations recommended below.

## **Homework Time Guidelines**

- The guidelines for doing homework should be regarded as average times, not as required minimum time, and then ONLY if homework is assigned.
- When homework is assigned within these guidelines, a homework assignment sheet placed in the student folder should be used in classes Kindergarten through Class 2, and a student-owned assignment book in Class 3 and up.
- Again, when an assignment is given, the teacher will provide an approximate amount of time needed to complete the assignment.
- The following is a recommended guideline for homework:



### Homework Time Guidelines Chart

Class	Maximum Approximate Per Night During Week / Weekend
Kindergarten Prep	No Homework
Kindergarten	10 total minutes, plus reading / NONE
1-2	20-30 total minutes, plus reading / 20 minutes
3	20-40 total minutes, plus reading / 20-30 minutes
4-5	30-50 total minutes, plus reading / 30 minutes
6-8	50-90 total minutes, plus reading / 30-40 minutes

**Notes:**

- These times are the average for the class; the time an individual student spends on homework will vary according to the pace at which he works and the understanding of the subject matter.
- These time estimates for homework do not include making corrections, finishing class work, or daily outside reading from the required reading list.
- Parents should alert the class teacher if their student’s homework time falls above or below the usual expectations.
- Students who do not use class/school time wisely, or who struggle academically, or who do not plan for projects and tests, etc. may (and will) spend more time on homework than is anticipated.
- Students who wait until a project is due or a test is given (procrastination) will obviously need more time than students who plan and prepare in the days leading up to the due date.
- If a student needs more time than allotted for homework completion on a regular basis, parents should contact the teacher and/or set up a conference to discuss the academic challenges the student may be having.
- Reading assignments may take longer than the maximum time.
- The only acceptable excuses for incomplete homework are the student’s illness or an emergency. These should be explained in a written note from the parent.
- If a student in Class 3 and above fails to complete a homework assignment, he will receive a Missing Homework Form that must be completed, signed by a parent, and returned with the completed work.

- The student's assignment one (1) day late will be penalized 20%. If an assignment is more than 1 day late, it will be graded as a zero, unless the student sits out at break or recess to complete the missing homework assignment.

### **Honor Code**

- At the beginning of each year, the homeroom teachers will meet with Middle School students to discuss what constitutes academic honesty, including plagiarism, and personal accountability, including behavior and completing homework assignments.
- The group will review the Honor Code Pledge to ensure that students understand it before they are asked to sign the document.
- The students will receive a copy of the signed document, and the original will be filed in the office.

### **Honor Roll**

- Honor rolls are announced at the end of each nine-week period for Class 3 through Class 8.
- Silver Patriot Honor Roll:
  - Grades with numerical averages of 80 and above in each subject/course.
- Gold Patriot Honor Roll:
  - Grades with numerical averages of 90 and above in each subject/course.

### **Make Up Work**

If students miss part of a school day, all homework due on that day must be turned in to the teacher in which the class will be missed either before the student checks out or when the student checks in.

Long-term homework assignments, those given five or more days prior to the due date, must be turned in on the due date regardless of whether the student is in attendance. Family and personal medical emergencies can be exceptions.

If students are absent a single day and a pre-announced test is given, the student is responsible to take the test(s) on the day of return. Family and medical emergencies can be exceptions.

Students will be given the same numbers of days to complete make up work assigned during their absence. For example, if a student misses three days of school due to illness or emergency situations, the student will be afforded three days to make up the work assigned during the absence.

### **Physical Education Participation**

- All students must dress in the HCA Physical Education uniform (See Dress Code and Uniform Policy).
- All students enrolled in a physical education class must participate in the class.
- Exemptions for participation require a note from a parent or physician detailing an explanation, signed by the parent or physician.

- Exemptions due to serious illness or other physical restrictions should be provided occasionally.
- Abuse of this privilege will affect a student's physical education grade.
- Excuses for more than two consecutive physical education days must be explained in detail and signed by a physician.

### **Plagiarism**

Plagiarism is the inclusion of another person's writings or ideas, other than information that is generally accepted to be common knowledge, in any formally presented work (including research papers, essays, lab reports, and oral, poster, or PowerPoint presentations) without acknowledgement of the original source of the material through appropriate citation. Plagiarism may be easy to commit unintentionally, but it is defined by the act, not the intention.

Plagiarism can include the following:

- presenting work authored by a third party, including other students, friends, family, or work purchased through Internet services.
- presenting work copied extensively with only minor textual changes from the Internet, books, journals, or any other source.
- improper paraphrasing, where a passage or idea is summarized without acknowledgement of the original source.
- failing to include citation of all original sources; and
- representing collaborative work as one's own.

At the beginning of each year, starting in middle school, teachers will define and discuss plagiarism with students. The school reserves the right to use electronic and other detection mechanisms to identify plagiarism and will apply penalties it considers appropriate where plagiarism is confirmed to have taken place. Penalties for plagiarism will be determined on a case-by-case basis at the discretion of the Head of School and the teacher; penalties can include but are not limited to grade deductions, detention, suspension, and expulsion.

### **Promotion and Retention Policy**

#### **Kindergarten Prep**

- Teacher and Administration will review student progress to determine promotion and will provide a conference time with the parent to review the decision.

#### **Kindergarten through Class 2**

- Students must pass all core subjects with a score of 60 or higher (NI) for promotion. Core subjects are Reading and Phonics Skills, and Math Concepts and Skills.

### **Class 3 through Class 8**

- Students must pass all core subjects with a 60 average or higher for promotion. Core subjects are Literature and Reading, Grammar and Writing (not Handwriting), Mathematics, Science, and History.

If a student needs to repeat a course/subject the parent and student must meet with administration to determine eligibility for an invitation to return the following year.

### **Report Cards**

- HCA issues students report cards every nine weeks.
- The first and last quarter report cards are distributed during Parent-Teacher conferences.
- Students whose parents do not attend conferences in the first and last quarter of the school will receive their report cards via mail. The school's Director of Admissions and Student Records will mail these to the home address provided in FACTS.
- Report cards and cumulative records will be held if account balances are in arrears.

### **Students Ineligible to Return**

- The administrative team, with teacher input, will discuss students who will or will not be invited to return to HCA the following year.
- Considerations by the team include academics, behavior, attendance, and accommodations.
- The final decision rests with the HCA administration.

### **Test Policy: Subject and Course**

- Students normally do not take more than two tests on the same day. (Quizzes, which cover material a student should know from having done his homework, do not count as tests.)
- When a student learns of a third test assigned for the same day, he should inform the teacher so that adjustments can be made.
- In Classes 3 and above, all tests or quizzes with a grade below 80 must be signed by a parent and returned. Failure to return a signed test on the next school day will result in the student having to stay in at break time.

## **Semester Exams**

- Middle School students are given semester exams at the end of the first and second semester.
- Exams missed due to excused illnesses must be made up immediately upon return.
- Planned absences during exams are considered unexcused unless a written request has been made to the Head of School at least two weeks prior to the exams. The Head of School rarely approves absences during this time. Please make plans according to the school's annual calendar.

## **Standardized Testing**

### **PSAT**

- All Class 8 students will be offered the opportunity to take the PSAT.
- PSAT stands for Preliminary SAT. The full name is PSAT/NMSQT because the test helps you understand how you might perform on the SAT or ACT.
- The PSAT is also used to help qualify students as National Merit Scholars as well as identify individuals who will receive merit scholarships.
- The eighth-grade administration identifies students who are likely to perform well in the eleventh-grade year of high school when they take the test again.
- While the national average PSAT score is around 980, those wanting to be considered for a National Merit Scholarship will need to earn more than 1400 points, depending on your state of residence.

### **ERB**

- All HCA students in Classes 1 through Class 8 will take the ERB (Educational Records Bureau) in May of each school year.
- The ERB provides the Comprehensive Testing Program (CTP) and is a rigorous assessment for students in Classes 1 through Class 8.
- CTP covers reading, listening, vocabulary, writing, and mathematics.
- Verbal and quantitative reasoning subtests are part of the CTP beginning in Class 3.
- CTP helps educators assess content specific, curriculum-based performance alongside reasoning ability and conceptual knowledge.

## **ADMISSIONS**

The admissions procedure will allow the school to accurately identify and admit students from families who have clearly expressed convictions that are aligned with the school's regarding the education of children. The selection and make-up of the school's student body is second only to staff selection in the impact it has upon the school's mission. The family-like atmosphere Heritage Christian Academy seeks to foster will be due in great measure to the similarity of biblical convictions and principles taught and lived out in the homes of our students.

As the Lord blesses us with growth and change, we want to do all we can to maintain and build up that atmosphere. A student's academic achievements will be considered in the application process, but only for grade placement, not as the primary determinant for acceptance. We are seeking to enroll those students who, because of their own families' priorities, will most benefit from what Heritage Christian Academy can offer them. Heritage Christian Academy – A Classical Christian Academy admits students of any race, color, and national or ethnic origin and does not discriminate against job applicants and students based on race, color, national or ethnic origin.

Our school was founded in 1996 as a tool for Christian parents to fulfill their obligation to train up their children in the nurture and admonition of the Lord. We offer a challenging curriculum that has proved very successful. Small class sizes and enthusiastic teachers make for an atmosphere conducive to learning. Our students study literature, art history, classical music, and Latin in addition to their core subjects.

Parents are encouraged to schedule an appointment to visit our classrooms and ask questions about our school. If parents have questions about our admissions process, they should contact our Director of Admissions and Student Records by calling 803-951-3901.

The goal of the admissions committee at Heritage Christian Academy is to bring together a cohesive student body which can best grow spiritually, intellectually, and physically. Each applicant's academic potential, scholastic motivation, and wholesome character will be taken into consideration. We will seek to know what is best for the child and for the school.

The school reserves the right to deny admission to a student if his or her ability, behavior, emotional, or physical handicaps indicate that he or she could not be best served by our school program. Screening for readiness for the student's entrance class is required before acceptance. Students must be able and willing to learn in a challenging curriculum. Because of the magnitude and importance of its task, the admissions committee's independence and integrity will be guarded.

## **Application**

We encourage families to apply online as it simplifies submission and provides parents the ability to track the status of their child's application. Upon account creation, parents will receive an email containing a verification link.

### **Procedures to Apply**

If after prayerful consideration parents would like to apply for their child, they should use the following admissions procedure:

1. Complete the online application and submit with the required \$150 non-refundable application fee.
2. If submitting an application for Kindergarten or Class One, have the child's Pre-K or 5K teacher complete the Confidential Teacher Evaluation form. If applying to Class Two through Class Eight, have your child's current mathematics and English teachers complete the Confidential Student Recommendation form.
3. Submit a copy of the child's last report card.
4. The Pastoral Reference form should be completed by the family's pastor or other church designee.

### **Procedures Following Receipt of Application**

Upon receipt of all documents and the application fee necessary for admission, the following procedures will ensue:

1. A student screening will be scheduled and completed.
2. A family interview, including the child(ren) considered for acceptance will be scheduled and completed.
3. The Admissions Committee will review the application package.
4. The Admissions Committee will notify parents of their final decision.
5. After receiving a letter of acceptance, payment of the non-refundable \$500 registration fee is due to secure a child's place in the class. Parents will be given a registration packet upon receipt of the registration fee.

## **Re-Enrollment**

- Re-enrollment is not automatic.
- The school reserves the right to deny re-enrollment to any student.
- Students must have demonstrated the ability to meet or exceed the behavioral and academic standards of the school.
- In addition, parents are required to conform to the school's rules and regulations and to support the faculty and administration.
- Re-enrollment may be denied without specific charges.

## **Student Support Services (Academic)**

- While most students can perform at grade level requirements, we recognize our students come to us with a variety of abilities, gifts, and talents.
- Currently, Heritage Christian Academy does not maintain a formal support services ministry program.

## **Tuition Schedule**

The Heritage School Board reviews the tuition schedule in late autumn. New tuition schedules are published in the second week of December. Because of financial commitments which must be made early in the planning and hiring of teachers for each school year, the school must require each student's family to commit financially in February for the upcoming year. Tuition may be paid in the following ways:

- One lump sum by June 1 for a 5% discount.
- Two payments (June 1 and December 1) for a 2% discount.
- Spread over an eleven-month schedule with the **first payment due June 1 and the last payment due May 1, skipping the month of February (registration payments due).**
- All monthly payments must be paid by automatic drafts. When drafts are not successfully transacted due to insufficient funds, the penalty imposed by the bank will be passed on to the parent.

**A child's registration fee and tuition payment are used for academic curriculum and facilitating excellent classroom instruction from our qualified teachers.**



2023-2024 Tuition Schedule				Payment Plans		
				I	II	III
Class	Days	Hours	Annual Tuition	Biannual <i>2% Discount Applied</i>	Monthly <i>11 Monthly Drafts</i>	Annual <i>5% Discount Applied</i>
Kindergarten Prep 3 Half Days	Mon, Wed, Fri	8:10-12:00	\$5,034	\$2,467	\$458	\$4,783
Kindergarten Prep 3 Half Days & 2 Full Days	Mon, Wed, Fri & Tues, Thurs	8:10-12:00 & 8:10-2:50	\$5,386	\$2,640	\$490	\$5,117
Kindergarten 3 Half Days & 2 Full Days	Mon, Wed, Fri & Tues, Thurs	8:10-12:00 & 8:10-2:50	\$6,086	\$2,983	\$554	\$5,782
Classes One, Two & Three	Mon-Fri	8:10-2:50	\$7,647	\$3,748	\$696	\$7,265
Classes Four & Five	Mon-Fri	8:10-2:50	\$8,306	\$4,070	\$756	\$7,891
Middle School	Mon-Fri	8:10-2:50	\$8,681	\$4,254	\$790	\$8,247

- An Extended Day Program is available on M, W, F after the noon dismissal until 2:50 p.m. Tuition for the Extended Day Program is \$300 per semester & must be paid up-front each semester.
- An Early Arrival Program is available Mon.-Fri. from 7:15-7:50 a.m. for a monthly rate of \$100/student to be paid with a one week minimum in advance. \$75 for each additional enrolled sibling.
- Sibling Discount: 1st child full price; 2nd child 10% discount; 3rd child and beyond 25% discount.
- Full-time pulpit ministers, youth directors, and music directors 10% discount.

**Non-Refundable Registration Fee:**

- **\$400 if paid by February 15<sup>th</sup>.**
- **\$500 if paid after February 15<sup>th</sup>.**

## **Withdrawals**

- Once a student is enrolled for the academic year and fees are paid, HCA makes decisions and purchases based on the number of students enrolled or re-enrolled.
- If a parent withdraws a child from HCA, the parent must notify the Business Office at least two weeks in advance of and must complete an official Withdrawal Form, provided by the office.

## **ATTENDANCE**

Regular, punctual attendance is expected and vitally important for a student's success at HCA. Habitual tardiness and/or absences is unacceptable at HCA. The entire process of education requires regular continuity of instruction, classroom participation, hands-on learning experiences, and diligent study to achieve the goal of a maximum educational benefit for each child. Essential to this process is the regular contact of students with one another in an appropriate learning environment and their participation in planned instructional activities under the leadership of a teacher. **Poor attendance may lead to dismissal from HCA.**

### **Absence Defined**

- An absence is defined as any part of a school day when a student is not present in class or at a designed class field trip.
- This definition includes late arrivals and early dismissals.
- Students are considered tardy if they are not at their desk at 8:10 a.m.

### **Absences**

- **Total absences will not exceed 5 per semester or 10 per year.**
- **More absences than 5 per semester or 10 per year may result in retention.**

### **Attendance Record**

- Any absence, for whatever reason, shall be charged against the student's record, except when a student participates in an approved school activity requiring their presence.

### **Compulsory Attendance Law of South Carolina**

- In South Carolina, children ages 5 to 17 must go to school.
- Children can go to public or private school or may be homeschooled.
- A child should attend school Monday through Friday.
- Parents or guardians are responsible for their children's attendance and can be jailed if their children are absent too often.
- Children who miss too many days of school may face criminal charges for truancy.
- Parents and guardians should take school attendance seriously.

<https://www.scstatehouse.gov/code/t59c065.php>

### **Daily Attendance Credit**

- A student must be in school for no less than one-half day (3.5 hours) to be counted present.
- A student with 11 or more absences per year will be required to have the approval of the Head of School to be promoted to the next grade or return the following year.

## **Early Dismissal and Late Arrival**

### **Early Dismissal**

- If a student has an early dismissal, the parent should report to the front office.
- The parents will also complete the sign-out sheet on the front desk. and sign out the student in the front office.
- HCA office staff will call the student from the classroom at this time.

### **Late Arrival**

- If a student arrives at school after 8:10 a.m., or returns to school after being signed out, the student and the parent should report to the front office.
- The front office staff will determine the appropriate steps once documentation has been submitted.
- The office staff will issue either a pass or a tardy slip, depending on the reason for absence.

### **Excessive Absences**

- Parents of students with excessive absences will be notified in writing.
- When a student reaches the allowed ten (10) days absent in one educational year, an administration and **parent meeting is required** as deemed necessary by the Head of School.
- If a student in any grade exceeds the number of absences allowed, written appeal must be made to the administration accompanied by date specific documentation such as a doctor's note describing the reasoning for absence.
- HCA administration will evaluate the appeal, determine the number of days which may qualify for a waiver, and notify the parents in writing within two weeks.
- Qualifications for waived absences include sick days with a doctor's note and family emergencies.
- Excused planned absences are considered in the appeal process as well.
- Parents, teachers, and administration will confer and determine whether the student has made satisfactory progress to advance to the next grade.

### Excused Absences

- Extenuating circumstances approved by the board.
- Sickness or injury of student (accompanied by a physician's or parent's note)
- Contagious illness (i.e., COVID, FLU, STREP, etc.) symptoms
- Physician/Dentist appointment accompanied by a note from physician/dentist.
- Family emergency (a note or email with explanation is required)
- Death of immediate family member
- Funeral of immediate family or close friend
- Approved, planned absence (parent must provide an explanation in writing to the Head of school at least one week before the absence. **Students must be in good academic standing.** Prior attendance record of student will also be reviewed. **Not all planned absence requests will be approved. (See explanation below of this category.)**)
- Off campus with Administration's permission

**Misrepresentation in these matters undermines the ability of the school to fulfill its mission.**

### Excuse Notes

- To assist school personnel in discerning between truancy and absence for good and sufficient reasons, it is required that parents/guardians submit to the classroom teacher either a note which states that the student was absent for "good reason" and must be signed by a parent/guardian, or an email from the parent/guardian.
- This note/email should be presented to the classroom teacher before school begins on the first day of the student's return to school with a description of illness.
- If a note is not submitted, the absence is considered unexcused until a note is provided.
- The teacher will submit all notes to the front office for the student file.

### Illness During the School Day

- If a student becomes ill during the school day, permission to leave school is granted by the school office.
- A student who is ill must remain in the school office until his parent or guardian signs him out.

### PE Excuses

- Students who are not able to participate in P.E. class will need to present a dated note to the P.E. teacher that is signed by the parent or guardian, indicating the specific reason for not participating.
- Extenuating circumstances that restrict participation **for more than a week** will require a statement from the student's doctor and/or Head of School approval. Students who are excused from participating will either observe P.E. or function as score keepers. Exceptions may be made depending on the nature of the illness and weather conditions.

## Planned Absences

- Planned absences require a valid reason, approval by teacher(s), and HCA Administrator.
- The request must be made at least one week in advance of the planned absence, except in emergency situations.
- For the request to be approved, a student must be in good standing in class with relationship to academics and attendance.
- The maximum number of days HCA will grant, per semester, for excused planned absences is five (5) days.
- Students are not usually granted excused, planned absences during an exam week at the end of the semester, during Grandparent’s Day, and Fine Arts Day.
- Missed work must be completed within the number of days a student is absent.
- Due dates for homework, tests, and other assignments will be given by the teacher as part of the approval process.
- **Due date:** No extension of due dates will be given. However, one additional day may be given for absences resulting from participation in school-related events. Students must complete all work assigned during their absence.
- **Responsibility:**
  - Parents or students should contact the teacher directly for make-up work or use the FACTS portal.
  - Arrangements may be made between the teacher and parents/students to have someone pick up work at the front office.
  - It is the student’s responsibility to see the teacher for all the work missed.
  - It is the teacher’s responsibility to facilitate clear communication on missed work and expectations.

### Examples of Approved Planned Absences

- Mission trips
- Medical needs of student (accompanied by physician’s note)
- Family emergency with written explanation by the parent
- Death of immediate family member
- Funeral of immediate family or close friend
- Contagious illnesses (i.e., COVID, FLU, STREP, etc.)

### Examples of Unapproved Planned Absences

- Family vacations
- Recreational Time off
- Suspensions – behavioral related

### **Returning to School After Illness**

- Please keep your child at home if it is obvious, he or she does not feel well.
- Even a low-grade fever indicates an illness severe enough to be communicated.
- Students with fever of 100.4 or higher must not be in school until the fever has been gone for 24 hours, without medication.
- Students who have vomited or have diarrhea should not return to school until 24 hours after the last event.

### **Special Circumstances**

When parents are aware of special circumstances concerning their child, which are of a continuing nature and are related to patterns of absence, the parents must inform the HCA administration. Special nature circumstances are required in writing to the administration.

### **Tardiness/Late Pick-Up**

**STUDENTS NEED TO BE ON TIME.** No school can allow the habit of tardiness to become established in its students.

- A student who is not in his/her classroom by 8:10 a.m., seated, is considered tardy and must first report to the office with a parent or guardian to obtain a tardy slip before being admitted into the classroom.
- Parents will be notified beginning with a student's third tardy, and disciplinary action will be taken beginning with the fifth occurrence.
- Upon receipt of a fifth tardy slip, a student will have the option of either (1) serving a lunch detention, or (2) if the parent accepts responsibility for the tardiness, remitting a \$25 fine per tardy (per student) to the school office.
- Students who are late disrupt the learning environment for all students in the class, and this compromises our academic program.
- Students who are picked up late after dismissal in the afternoon will also be charged a \$25 late fee per child per late offense, beginning with the 3rd offense. Our teachers and staff all have responsibilities and after-school duties to address, and staying late with students can be very burdensome.

### **Unexcused Absences**

- Absences that do not fall within the guidelines stated above are considered unexcused.
- Unapproved planned absences
- Skipping school/truant
- Suspensions
- Off campus without permission
- Late for school
- Vacations

## **ATHLETICS**

Athletics is a great tool for building Christ-like character. Students learn to compete as a good athlete, striving to hone their God-given abilities and use them for His glory. Students participate in community, learn self-discipline, and oftentimes must be selfless for the team.

Students represent Jesus, family, self, and HCA when they compete. Winning and losing teaches students to deal with life's adversities. Athletes will respect the coach, teammates, officials, and opponents. Our students will maintain good discipline on campus, off campus, and on social media. HCA expectations are for students, parents, family, and friends to exercise good sportsmanship.

### **Sports Available**

- Cheerleading (Lower School)
- Basketball (in partnership with PAC)
- Tennis

## **DISCIPLINE PHILOSOPHY AND PURPOSE**

The purpose of our Discipline Policy, Practices, and Procedures is to create consistency and reflect a sense of justice for students. All discipline is designed to show individuals their sinful nature while pointing them to Jesus Christ. (Romans 3:23; 12:1,2; 2 Corinthians 4:17) When everyone follows the rules, life is more enjoyable. All HCA rules apply on all field trips and on all HCA-sponsored events both on and off campus.

It is the intent of our disciplinary policy to train our students to better function in the world to the greater glory of God. Training should be a natural part of growing into adulthood. Through this training we seek to give our students a poise and demeanor that will serve them well no matter where the Lord leads them. We look forward to partnering with parents in this training process and trust that we will enjoy mutual support in this worthwhile endeavor.

Orderliness promotes learning. Parents are paying for orderly classrooms, and no one student can be allowed to disrupt the learning environment for his peers. Rules, when properly enforced, promote orderliness.

Every faculty and staff member at Heritage Christian Academy is interested in the spiritual, emotional, and physical wellbeing of each child. Disciplinary measures on any level, for any offense, will be considered carefully.



## Code of Conduct

We obey our Lord, Jesus Christ.  
We cheerfully and promptly obey authority.  
We do not argue or negotiate.  
We can appeal respectfully.  
We love and honor one another.  
We give encouragement to each other.  
We praise each other for a job well done.  
We look for good qualities in our classmates.  
We speak quietly and respectfully with one another.  
We do not tell secrets at school.  
We do not use obscene language.  
We do not try to build ourselves up by pointing out the shortcomings of others.  
We tell the truth.  
We do not spread rumors or gossip.  
We do not make excuses for our wrongs; we admit them.  
We do not hurt one another with unkind words or actions.  
We avoid cliques, clubs, or games that exclude others.  
We do not accept teasing or fighting of any sort.  
We consider one another's interests ahead of our own.  
We do not push to be first in line or out the door.  
We treat one another with respect and patience.  
When others are sorry, we forgive them.  
When others are sad, we comfort them.  
When others are happy, we rejoice with them.  
When we have work to do, we do it without complaining.  
When we make a mess, we clean it up.  
We take loving care of everything God has given us.  
We keep our bodies healthy with good food, rest, and exercise.  
We keep our minds pure by dwelling on what is good and by not watching programs that are violent or inappropriate.  
We nourish our spirit by reading the Bible.  
When we go on field trips, we act just as if we were in school by being polite and well-mannered, knowing that we are representing Heritage.  
When we disobey or forget any of the rules of the Code of Conduct, we accept the discipline and instructions of our teachers and administration.

## COURTESY

Courteous behavior and a respect for others characterize the Heritage student. The following are required for all members of the Heritage family:

- the use of “Please” and “Thank you,” “Yes, Sir” and “Yes, Ma’am.”
- the use of “Mr.,” “Miss,” or “Mrs.”
- the use of “Excuse me” or “I beg your pardon.”
- students making visitors on campus feel welcome.
- students addressing their elders and peers by name and seeking to be helpful whenever possible.
- students rising when any visiting adult enters a room and remaining standing until told “Thank you,” at which point they may be seated; **it is not necessary to rise during a test or in Study Hall, since it would create unnecessary confusion.**
- students remaining quiet in the hallway.
- students holding doors open for others.
- students cleaning their hands before lunch and using proper table manners.
- students cleaning up after themselves.
- students always using acceptable language.
- students treating one another with courtesy and respect.

## DISCIPLINE POLICY, PRACTICES, AND PROCEDURES

### Classroom Management and Behavior Plans

- Each homeroom teacher has developed a unique system of correction.
- Each teacher has his/her own classroom management and behavior plan.
- All plans are submitted to the Administration for approval at the beginning of the school year.
- Teachers will send home a copy of this plan to the parents at the beginning of school and for new students as they register.
- Teachers will explain their plan during the Orientation and Meet the Teacher evening at the beginning of the school year.
- Parents will be required to sign their agreement and understanding of the plan.
- Each homeroom teacher will review the classroom management and behavior plan with the students on the first day of school and review it regularly for the first few weeks of school to ensure that students learn the plan.

### Administrative Intervention

- Some breaches of appropriate conduct are more severe than others.
- Faculty and staff will work in conjunction with administration to provide the appropriate level of guidance, discipline, and consequences for these offenses.

- Many of these more severe breaches of conduct, or infractions are covered in this next section, but the list is not exhaustive.
- The Administration will review the school’s discipline policy, practices, and procedures with the Lower School and the Middle School in separate meetings during the first two weeks of school.
- The Administration will provide an overall review for parents at the August Orientation meeting.
- You will notice that several infractions include Biblical assignments to address the offense from God’s point of view. 2 Timothy 3:16 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness”.
- Scripture points children to the law of Christ, not just our rules. It speaks to their hearts, not just their behaviors, and it imparts grace and kindness, not condemnation.

### **Mobile Device and Cell Phones**

**HCA students are not permitted to use cell phones or other non-school issued mobile devices (i.e., iPods, iPads, Androids, Smart watches, etc.,) in school except when granted permission by the administration.**

Consequences of using mobile/cellular devices in violation of our Electronic Device Policy are as follows:

**First offense:** If the phone is secured in locker but is powered on, not secured in locker, or privileges to carry have been suspended, the device will be taken from the student. Parents will be notified. The phone will be returned to the parent, not the student.

**Second offense:** If the phone is secured in locker but is powered on, not secured in locker, or privileges to carry have been suspended, the device will be taken from the student. Parents must have a conference with administration. The phone will be returned to the parent not the student. Students are not permitted to have the device on school grounds for one (1) week. Students will be written up and assigned one (1) day of Lunch Detention.

**Third offense:** If the phone is secured in locker but is powered on, not secured in locker, or privileges to carry have been suspended, the device will be taken from the student. Parents must have a conference with administration. The phone will be returned to the parent not the student. Students are not permitted to have the device on school grounds for three (3) weeks. Students will be written up and assigned two (2) days of Lunch Detention.

**Fourth offense:** If the phone is secured in locker but is powered on, not secured in locker, or privileges to carry have been suspended, the device will be taken from the student. Parents must have a conference with administration. The phone will be returned to the parent not the student. Students are not permitted to have the device on school grounds indefinitely. Students will be written up and assigned one (1) day of Out of School Suspension.

**Fifth offense:** If the phone is secured in locker but is powered on, not secured in locker, or privileges to carry have been suspended, the device will be taken from the student. Parents must have a conference with administration. The phone will be returned to the parent not the student. Students are not permitted to have the device on school grounds indefinitely. Students will be written up and assigned two (2) days of Out of School Suspension.

**Beyond the Fifth offense,** HCA administration will have more serious conversation with parents about continuing student's education at HCA. Students may be recommended for expulsion.

### **Tardy Violations**

Being late for school or being late for class interrupts the flow of a student's education and the education of his/her classmates. Every effort must be made to get to school and class on time.

**First through fourth offense:** Warning

**Fifth offense:** Parent must have conference with administration. Students will be written up and assigned one (1) day lunch detention in the front office. Students will be deemed ineligible for perfect attendance.

**Sixth offense:** Parent must have conference with administration. Students will be written up and assigned two (2) days lunch detention in the front office.

**Seventh offense:** Parent must have conference with administration. Students will be written up and assigned one (1) day Out of School Suspension.

**Eighth offense:** Parent must have conference with administration. Students will be written up and assigned two (2) days of Out of School Detention.

**Ninth offense:** Parent must have conference with administration. Students will be suspended indefinitely and recommended for expulsion.

**Fifth through ninth offense:** Each carries a monetary penalty of \$25.00 per child, per offense.

## Academic Dishonesty - Cheating

We strive for our students to maintain academic honesty. The following are examples of academic actions considered to be dishonest:

- Entering an academic testing situation with an unfair advantage, such as stealing materials/information or receiving stolen materials/information via paper, media, or another person, electronically.
- Forgery.
- Giving or receiving answers to quizzes, tests, and examinations to other students.
- Lending or copying a written assignment, in or out of class (homework is included).
- Unauthorized communication between students during quizzes, tests, or examinations.
- Violating testing procedures as defined by the teacher in an individual classroom.
- Being in possession of notes, cards, pages, or written information during testing time.
- Plagiarizing.

The teacher or other supervising professional employee determines if a student has engaged in academic dishonesty.

All students must do their own work. Copying or cheating **may** result in a zero on the assignment for students involved plus the offense level charge.

**First offense:** Parent will be notified. Students **may** receive a zero for the assignment. Students will be written up and will be assigned one (1) day Lunch Detention.

**Second offense:** Parent must have conference with administration. Students **will** receive a zero for the assignment. Students will be written up and assigned one (1) day Out-of-School-Suspension and placed on Disciplinary Probation for the remainder of the school year.

**Third offense:** Parent must have conference with administration. Students **will** receive a zero for the assignment. Students will be written up and assigned an indefinite number of days of Out-of-School-Suspension while awaiting expulsion.

## Bullying and Harassment

HCA strives to provide an academic environment free from harassment. We treat all individuals with dignity and respect, free from all forms of bullying, intimidation, exploitation, and harassment. Romans 12:17,18

Students should report harassment immediately to the teacher or Administration. Reports can be made anonymously and with protection from retaliation.

HCA administration takes any report of harassment seriously and will investigate every allegation. Disagreements and conflicts between students occur and can resemble behavior as defined here in our policy, so administration will take careful steps to investigate.

**Please note:** The Bible commands us not to bear false witness against our neighbor. Should a student accuse another student of harassment and through a satisfactory investigation, the accusation is found not to be true, the accusing student will face disciplinary consequences. Exodus 20:16

HCA will take action to prevent and correct violations of this Anti-Harassment Policy.

### **Characteristics of Bullying:**

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of “boys will be boys” or “girls will be girls” to excuse cruel behavior.
- Bullying can be direct or indirect, blatant, or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.
- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, and various forms of harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making him/her feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical school grounds yet these actions still impact the safety of our students as if they have occurred on school grounds. Any bullying behavior demonstrated at school or outside of school that impacts our school community will be addressed by the Administration. Examples of bullying outside the school can be (but are not limited to) the following: e-mails, text messages, social media or instant messages that include physical threats and/or malicious gossip and slander.
- Changing, intimidating, or misrepresenting another person’s social media profile.

Bullying may occur within our community and that is harmful to everyone involved. Bullying will not be tolerated at HCA.

**First offense:** Parent must have conference with administration. Student will receive warning and given a Biblical assignment to address this topic from God’s point of view.

**Second offense:** Parent must have conference with administration. Student will be written up and assigned two (2) days of Out of School Suspension and placed on Disciplinary Probation for the remainder of the school year.

**Third offense:** Parent must have conference with administration. Student will be written up and receive indefinite Out of School Suspension awaiting expulsion.

## **Disrespecting Authority**

God commands Christians to honor and pray for those in authority. We expect the highest in Christian behavior from our students. Students at HCA will always show respect for parents, teachers, administration, volunteers, and guests of HCA. We require students to address adults with a title and the adult's last name. **Lying is disrespecting authority.**

1 Timothy 2:1-4

**First offense:** Parent must have conference with administration. Student will receive warning and be given a Biblical assignment to address this topic from God's point of view.

**Second offense:** Parent must have conference with administration. Student will be written up and assigned one (1) day of Out of School Suspension.

**Third offense:** Parent must have conference with administration. Student will be written up and assigned two (2) days of Out of School Suspension and placed on Disciplinary Probation for the remainder of the school year.

**Fourth offense:** Parent must have conference with administration. Student will be written up and assigned an indefinite number of Out of School Suspension days, awaiting expulsion.

## **Fighting**

If students engage in a physical confrontation that results in wrestling, forceful pushing/shoving, punching, kicking, or slapping out of anger and/or with intent to harm, school authorities will define the confrontation as a fight. Each fight will result in an immediate investigation by the Administration. The consequences for fighting will follow the results of an investigation.

**First offense:** Parent must have conference with administration. Student will be written up and will be assigned one (1) day Out of School Suspension.

**Second offense:** Parent must have conference with administration. Student will be written up and assigned two (2) days of Out of School Suspension and placed on Disciplinary Probation for the remainder of the school year.

**Third offense:** Parent must have conference with administration. Student will be written up and receive indefinite Out of School Suspension awaiting expulsion.

## **Profanity, Obscene Gesture, Immoral Actions, or Suggestive Conversation**

There is no place for profanity, obscene gestures, immoral actions, or suggestive conversation on the campus of HCA. Any student who uses abusive, vulgar, or irreverent language, or engages in any behavior that is suggestive in nature, and/or carries the appearance of being profane, obscene, or immoral may be immediately removed from the student body.

Ephesians 4:29-31

**First offense:** Parent must have conference with administration. Student will receive warning and given a Biblical assignment to address this topic from God’s point of view.

**Second offense:** Parent must have conference with administration. Student will be written up and assigned two (2) days of Out of School Suspension and placed on Disciplinary Probation the remainder of the school year.

**Third offense:** Parent must have conference with administration. Student will be written up and receive indefinite Out of School Suspension awaiting expulsion.

### **Stealing, Theft**

HCA takes the theft of academy, church, preschool, student, teacher, or staff property seriously. God commanded people not to steal. (Exodus 20:15) Theft defined, but not limited to, the taking of another’s individual property. This includes “borrowing” without permission.

If students engage in theft, they must immediately return stolen property. If property is not fully functional as it was prior to theft, the student stealing items must replace or make proper payment for stolen damaged property. If student is unrepentant and refuses to make right the theft, HCA administration will proceed to Third offense discipline.

If it is discovered the value of an item stolen exceeds fifty dollars, Lexington County Sheriff’s Office may be called to investigate.

**First offense:** Parent must have conference with administration. The stolen property must be returned in good condition to the owner. Student will be assigned a Biblical assignment to address this topic from God’s point of view. Student will be written up and assigned one (1) day of Out of School Suspension (OSS).

**Second offense:** Parent must have conference with administration. Student will be written up and assigned two (2) days of Out of School Suspension (OSS) and placed on Disciplinary Probation for the remainder of the school year.

**Third offense:** Parent must have conference with administration. Student will be written up and receive indefinite Out of School Suspension (OSS) awaiting expulsion.

### **Severe or Illegal Violations**

**First offense:** May automatically result in dismissal from HCA. If necessary, the Lexington County Sheriff’s Department will be called to investigate. Parents must have a conference with administration. Students will be written up and receive Out of School Suspension awaiting expulsion.

**By law, teachers, faculty, staff, and administration are mandatory reporters.**



### **Disciplinary Probation**

- A student may be placed on disciplinary probation for a serious breach of conduct or for persistent minor breaches of classroom management and behavior plans.
- He will be released from probation at the discretion of the Head of School.
- A student on disciplinary probation may be denied the right to participate in any activities.
- Disciplinary probation is to be interpreted as a warning that any further breach of discipline is a reason for expulsion.

### **Suspension**

- For serious misconduct, a student may be suspended for one or more days.
- Suspension is the sternest warning and is intended to demonstrate that by his behavior a student is separating himself from the school community.
- During a suspension, the student is not to be on campus or in attendance at any school activity.
- During a suspension, the student will not be allowed to receive grades for academic assignments. An offense that would warrant a second suspension during the same school year will result in immediate dismissal.

### **Expulsion**

- The school reserves the right to recommend dismissal of any student for a serious offense against civil or moral law, for a serious breach of the school's code of conduct, or for failure to comply with the terms of probation.
- In addition, the school reserves the right to dismiss a student whose parents do not support the administration and whose attitudes and actions are harmful to students and the school. We expect parents to be good role models for their children in following campus rules that are in place for the safety and training of the children. Probation, suspension, or dismissal may occur without specific charges.

# **DRESS CODE AND UNIFORM POLICY**

## **General Information and Purpose**

Parents should read and follow the information provided for the Dress Code and Uniform Policy prior to ordering. Parents should order only what is allowable for student's age, grade, and biological gender. It is the responsibility of the parents and students to ensure that student's dress conforms to HCA Dress Code and Uniform Policy. Violations of the Dress Code and Uniform Policy will be managed with Christian love and firmness as well as concern for the individual involved. It is our desire that students conform to the policy because of personal conviction and love for Christ including a desire to not harm the spirit of unity at HCA.

The HCA Dress Code and Uniform Policy is also designed to assist students in developing attitudes of respect for themselves and consideration for others. As each student demonstrates concern for his/her appearance, the entire student body will benefit, and the testimony of the school will be a positive one in the community.

As new uniform clothing materials and styles develop, we will evaluate them within our guidelines of modesty and appropriateness. If changes are warranted, we reserve the right to adjust this policy and our suppliers as needed.

Students are to be well groomed and conservatively dressed on campus and at school functions.

- Excesses of hairstyle and attire are out of place.
- Hair must be clean, brushed, and neat.
- No longer than collar length hair for boys, appropriately styled so that it does not hang in the eyes or call undue attention to the individual student.
- Hair must have natural hair colors only.
- Girls' hair accessories should not be excessive and must coordinate with the school uniforms. Hair tinsel is not permitted. Hairbands and bows are acceptable Heritage hair accessories.
- Students must always wear shoes.
- Students wearing watches with alarms must have the ringers always turned off.
- For safety reasons earrings that hang below the earlobe may not be worn.
- Non-uniform clothing may not be worn while in the classroom.
- All students (excluding K4 and K5) must keep their shirts always tucked in.
- Students must be smartly dressed in uniforms between 7:50 a.m. and 2:50 p.m. when they are on campus and school is in session.
- Students should not change clothes at school for after-school activities unless the activity is a Heritage function.
- Hats are also not to be worn inside unless it is "crazy hat day."

Please note each item in each class and understand that there are specific guidelines provided for each class.

- **Every piece of a student's uniform should be labeled with his/her name.**

### Casual Days – What Not to Wear!

- NO leggings, unless worn under skirt or dress no shorter than 3” above knee.
- NO open-toed shoes
- NO characters
- NO high heels
- NO spaghetti straps.
- NO holes in jeans or leggings.
- NO leotards.
- NO earrings that dangle or hang below the earlobe. These are safety issues.
- **Every piece of a student’s uniform should be labeled with his/her name.**

### Basic Uniform Requirements

- Uniforms are available for purchase through Land’s End at [www.landsend.com](http://www.landsend.com)
- Uniform pieces not requiring embroidery may be purchased from other venues but must be the classic style. No cargo shorts, pants, or skirts. The style you purchase must closely resemble the Lands’ End style.
- **Students may wear any variation of the uniform items specified for their grade level at the Land’s End website with the only exception of Picture Days, Grandparents’ Day, and Physical Education classes. Those specific requirements will be noted at the end of this section.**
- Previously worn uniforms may be purchased from the uniform closet located in the lobby of the Heritage Chapel.
- NO body art. Students are NOT to draw on themselves. This is not permitted.
- Shoes may be purchased from any store, should be closed toe, and closed heel. Specific information pertaining to each class is noted in the next section. **The following are NOT allowed: high heels, sandals, high top tennis shoes (except for medical necessity), neon color shoelaces.**
- **This section of the handbook is divided into two sections: Daily Uniforms and Formal Uniforms. Please be sure to purchase the required items for each uniform.**
- **PE Uniforms, Christmas Vespers attire, and Middle School Awards Program will be addressed at the end of the Uniform Requirement section.**

## Daily Uniforms

<b><u>Kindergarten Prep Girls:</u></b>	<b><u>Kindergarten Prep Boys:</u></b>
<ul style="list-style-type: none"><li>• <b><u>Shirts:</u></b> HCA tee shirt or sweatshirt</li><li>• <b><u>Skirts:</u></b> HCA uniform skorts, shorts, or sweatpants</li><li>• <b><u>Shoes:</u></b> Sneakers or Mary Janes (Black, red, white, navy blue, brown, gray)</li><li>• <b><u>Socks:</u></b> White or gray</li><li>• <b><u>Tights:</u></b> Navy, white, brown, black, gray opaque.</li><li>• <b><u>Jewelry:</u></b> NONE</li><li>• <b><u>Hair adornment:</u></b> Bows are optional (red, white, blue). NO hair color permitted.</li><li>• <b><u>Nail polish:</u></b> NONE</li><li>• <b><u>Sweatshirts:</u></b> Gray or navy</li></ul>	<ul style="list-style-type: none"><li>• <b><u>Shirts:</u></b> HCA tee shirt or gray sweatshirt</li><li>• <b><u>Pants or Shorts:</u></b> HCA PE shorts or HCA sweatpants</li><li>• <b><u>Shoes:</u></b> Sneakers (Black, red, white, navy blue, brown, gray)</li><li>• <b><u>Socks:</u></b> gray, navy, brown, white, black</li><li>• No belt</li><li>• <b><u>Hair:</u></b> No designs shaved into hair. Must be groomed and must not touch the collar of shirt. No hair color of any kind. No mohawks. No half shaven heads.</li><li>• <b><u>Sweatshirts:</u></b> Gray or navy</li></ul>

\* Heritage Crest is required on all clothing.

**DAILY UNIFORM**  
**KINDERGARTEN (5K) THROUGH CLASS 8**  
**GIRLS**

**Shirt Options:**

Light blue, white, red, and navy  
Peter Pan collar or collared Polo with buttons

**Skirt Options – Classes 6, 7, 8 ONLY**

Navy, khaki, or plaid

- NO shorter than 3 inches above the knee

**Skort Options: - Kindergarten (K5) through Class 8**

Navy, khaki

- NO plaid skorts due to their length
- NO shorter than 3 inches above the knee

**Dress Options:**

Navy, Khaki, or Plaid Dress/Jumper

- NO shorter than 3 inches above the knee
- Class 5 and under students must wear cartwheel shorts underneath dresses. You may find these on Lands' End site or Amazon. **NO WHITE CARTWHEEL SHORTS PERMITTED.**

**Sweater Options:**

Navy or red cardigan with buttons

- NO V-neck or sweater vest for girls

**Sweatshirt/Jacket Options:**

Gray or navy hooded with zipper.  
Gray or navy pullover.  
Navy or gray zip-up fleece.

**DAILY UNIFORM**  
**KINDERGARTEN (K5) THROUGH CLASS 8**  
**GIRLS (continued)**

**Coat Options:**

**Blue puffy winter jacket for winter weather (not required).**  
**Students may wear non-uniform coats outside in winter weather. However, they must be removed when returning to the classroom.**

**Tights or Legging Options:**

**Navy, white, black, brown, gray opaque, or sweater type**  
**Leggings must be at least mid-calf or longer, when needed under skirts or skorts.**  
**Leggings must not be worn as pants.**

**Socks:**

**White socks, any length**

- **NO designs or sparkles**

**Shoe Options:**

**Sneakers or Mary Janes**  
**Flats (not Mary Janes) – Middle School girls only**  
**White, navy, red, gray, black, brown**  
**Closed toe with backs**

- **NO colored shoe laces.**
- **NO platform shoes, NO heels, NO boots, NO booties**

**Jewelry:**

**Stud earrings, simple cross necklace**

- **NO bracelets or rings**

**Hair**

**NO designs shaved into hair.**  
**NO mohawks.**  
**NO half-shaven heads.**  
**Red, white, navy, gray, or Heritage plaid headbands and bows.**

- **NO unnatural or fashion-colored hair permitted.**

**DAILY UNIFORM**  
**KINDERGARTEN (K5) THROUGH CLASS 8**  
**GIRLS (continued)**

**Nail Polish:**

**Clear or None**

- **NO fake nails**

**Embroidery Required on Shirts, Sweaters, Sweatshirts, Jackets, and Coats:**

**Kindergarten (K5) through Class 8:**

School Crest Embroidery or “Heritage Christian Academy” embroidery (Times  
New Roman font on the upper left chest with dimensions approximately 2 ½ L X  
¾W”

**Dresses/Jumpers: Embroidery is optional.**

**Clothing must be loose fitting.**

**Undergarments should be white or beige when wearing white shirts.**

**NO undergarment straps visible.**

**Hair must be neat, clean, and brushed.**

**DAILY UNIFORM**  
**KINDERGARTEN (K5) THROUGH CLASS 8**  
**BOYS**

**Shirt Options:**

Red, white, or navy polo shirt with collar and buttons on the chest.

**Pants Options:**

Khaki or navy

**Shorts Options:**

Khaki or navy

**Sweatshirts/Jackets Options:**

Gray or navy hooded with zipper.

Gray or navy pullover.

Navy zip-up fleece.

**Sweater or Vest Options:**

Red or navy

**Coat Options:**

Navy puffy jacket (not required)

Students may wear non-uniform coats outside in winter weather. However, they must be removed when returning to the classroom.

**Shoes Options:**

Daily wear: White, gray, red, navy, brown, or black sneakers

Dress shoes: Brown or black

- NO neon colors or special characters

Socks: gray, navy, brown, white, black

**Belts Options:**

Brown or black

**Jewelry:**

Simple cross necklace permissible for Classes 3-8.

**Hair:**

NO designs shaved into hair.

Must be groomed and must not touch the collar of the shirt.

NO hair colors.

NO mohawks.

NO half-shaven heads.



**DAILY UNIFORM**  
**KINDERGARTEN (K5) THROUGH CLASS 8**  
**BOYS (continued)**

**Embroidery Required on Shirts, Sweaters, Sweatshirts, Jackets, and Coats:**

**Kindergarten (K5) through Class 8:**

**School Crest Embroidery or “Heritage Christian Academy” embroidery  
(Times New Roman font on the upper left chest with dimensions  
approximately 2 ½ L, ¾W”)**

## Formal Uniforms: All Picture Days, Grandparents' Day,

<b><u>Kindergarten Prep Girls:</u></b>	<b><u>Kindergarten Prep Boys:</u></b>
<ul style="list-style-type: none"> <li>• <b><u>Shirt:</u></b> white Peter Pan collar</li> <li>• <b><u>Skorts:</u></b> navy</li> <li>• <b><u>Tights:</u></b> navy</li> <li>• <b><u>Shoes:</u></b> black or navy Mary Janes</li> <li>• <b><u>Jewelry:</u></b> NONE</li> <li>• <b><u>Hair adornment:</u></b> Bows are optional (red, white, blue)</li> <li>• <b><u>Nail polish:</u></b> NONE</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Shirt:</u></b> white, button up</li> <li>• <b><u>Pants:</u></b> Navy with zipper in front, NO SHORTS.</li> <li>• <b><u>Belt:</u></b> brown or black</li> <li>• <b><u>Shoes:</u></b> brown or black loafers (close-toed)</li> </ul>

<b><u>Kindergarten 5 and Class One Girls:</u></b>	<b><u>Kindergarten 5 and Class One Boys:</u></b>
<ul style="list-style-type: none"> <li>• <b><u>Shirt:</u></b> White Peter Pan collar only (short)</li> <li>• <b><u>Dress:</u></b> Plaid jumper.</li> <li>• <b><u>Tights/Socks:</u></b> White tights or white knee socks</li> <li>• <b><u>Jackets:</u></b> NONE</li> <li>• <b><u>Sweaters:</u></b> Red Heritage button at top cardigan with shield logo.</li> <li>• <b><u>Shoes:</u></b> Mary Janes (red, navy, black) – NO SNEAKERS.</li> <li>• <b><u>Jewelry:</u></b> No necklace. Stud earrings only.</li> <li>• <b><u>Hair Adornment:</u></b> Red bow or Heritage plaid headband.</li> <li>• <b><u>Nail polish:</u></b> NONE.</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Shirt:</u></b> White Heritage crest polo – short sleeves.</li> <li>• <b><u>Pants:</u></b> Navy long pants.</li> <li>• <b><u>Sweatshirts:</u></b> NONE</li> <li>• <b><u>Jackets:</u></b> NONE</li> <li>• <b><u>Vest:</u></b> Red Heritage vest with crest</li> <li>• <b><u>Shoes:</u></b> Brown dress shoes – NO SNEAKERS.</li> <li>• <b><u>Belts:</u></b> Brown only.</li> <li>• <b><u>Hair:</u></b> Combed and well-groomed.</li> </ul>

**Embroidery Required on Shirts, Sweaters, Sweatshirts, Jackets, and Coats.**

**Kindergarten (K5) through Class 8:**

**School Crest Embroidery or “Heritage Christian Academy” embroidery (Times New Roman font on the upper left chest with dimensions approximately 2 ½ L, ¾W”)**

**Formal Uniforms: All Picture Days, Grandparents' Day,  
(Continued)**

<b>Classes 2 through 5 Girls:</b>	<b>Classes 2 through 5 Boys:</b>
<ul style="list-style-type: none"> <li>• <b><u>Shirts:</u></b> White collared shirt with embroidered school crest (any style).</li> <li>• <b><u>Skirt:</u></b> Plaid skirt, NOT SKORT, may be no shorter than 3" above kneecap.</li> <li>• <b><u>Sweater:</u></b> Navy, long-sleeved. NO sweater vest for girls.</li> <li>• <b><u>Shoes:</u></b> White, navy, or black. Flats and tennis shoes permitted. No colored shoelaces, no platforms, and must be closed toed with backs in the shoes. No heels, no boots, no booties.</li> <li>• <b><u>Socks (NO TIGHTS/LEGGINGS):</u></b> Only white socks, any length.</li> <li>• <b><u>Jewelry:</u></b> Stud earrings and a simple cross necklace. No bracelets or rings.</li> <li>• <b><u>Hair:</u></b> Must be neat, clean, and brushed. Hair dye/coloring not permitted. Accessories may only be solid red, navy, or white solid bows, or the Heritage plaid headband.</li> <li>• <b><u>Nail Polish:</u></b> Only clear.</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Shirts:</u></b> White polo shirt with buttons on the chest.</li> <li>• <b><u>Pants:</u></b> Khaki. NO SHORTS.</li> <li>• <b><u>Sweater:</u></b> Navy, long-sleeved.</li> <li>• <b><u>Shoes:</u></b> White, black, brown</li> <li>• <b><u>Belts:</u></b> Brown or black</li> <li>• <b><u>Hair:</u></b> No designs shaved into hair. Must be groomed and must not touch the collar of shirt. No hair color of any kind. No mohawks. No half shaven heads.</li> <li>• <b><u>Jewelry:</u></b> Simple cross necklace permissible.</li> </ul>

**Embroidery Required on Shirts, Sweaters, Sweatshirts, Jackets, and Coats.**

**Kindergarten (K5) through Class 8:**

**School Crest Embroidery or "Heritage Christian Academy" embroidery (Times New Roman font on the upper left chest with dimensions approximately 2 ½ L, ¾W")**

## Formal Uniforms: All Picture Days, Grandparents' Day, (Continued)

<u>Middle School Girls:</u>	<u>Middle School Boys:</u>
<ul style="list-style-type: none"> <li>• <b><u>Shirts:</u></b> White collared polo shirt.</li> <li>• <b><u>Skirt or Skort:</u></b> Khaki. May be no shorter than 3” above kneecap.</li> <li>• <b><u>Sweater:</u></b> Navy, long-sleeved. NO sweater vest for girls.</li> <li>• <b><u>Shoes:</u></b> White, navy, or black. Flats and tennis shoes permitted No colored shoelaces, no platforms, and must be closed toed with backs in the shoes. No heels, no boots, no booties.</li> <li>• <b><u>Leggings:</u></b> Black. No sparkles and no designs. Must be at least mid-calf or longer. Not worn for class pictures.</li> <li>• <b><u>Jewelry:</u></b> Stud earrings and a simple cross necklace. No bracelets or rings.</li> <li>• <b><u>Hair:</u></b> Must be neat, clean, and brushed. Hair dye/coloring not permitted. Accessories may only be solid red, navy, or white solid bows and headbands, or the Heritage plaid headband.</li> <li>• <b><u>Nail Polish:</u></b> Only clear.</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Shirts:</u></b> White polo shirt with buttons on the chest.</li> <li>• <b><u>Pants:</u></b> Khaki. NO SHORTS.</li> <li>• <b><u>Sweater:</u></b> Navy, long-sleeved.</li> <li>• <b><u>Shoes:</u></b> White, black, brown (no neon colors, or special characters).</li> <li>• <b><u>Belts:</u></b> Brown or black</li> <li>• <b><u>Hair:</u></b> No designs shaved into hair. Must be groomed and must not touch the collar of shirt. No hair color of any kind. No mohawks. No half shaven heads.</li> <li>• <b><u>Jewelry:</u></b> Simple cross necklace permissible.</li> </ul>

**Embroidery Required on Shirts, Sweaters, Sweatshirts, Jackets, and Coats.**

**Kindergarten (K5) through Class 8:**

**School Crest Embroidery or “Heritage Christian Academy” embroidery (Times New Roman font on the upper left chest with dimensions approximately 2 ½ L, ¾W”)**

## P.E. Uniforms

### Lower School (Kindergarten Prep through Class 5)

#### Boys and Girls:

**Shorts:** Navy with screen-printed school crest. Must be loose fitting and not too short. Basketball shorts.

**Tee shirt:** Gray, short-sleeved with screen-printed school crest. Loose fitting, not too short. Not tight (should not be able to see undergarment lines).

**Sweatshirt:** Gray or navy, with embroidered school crest, any style.

## **P.E. Uniforms (Continued)**

**Sweatpants:** Navy or gray with screen-printed school crest. Must be loose fitting.

**Shoes:** Athletic, NO high-tops, neon colors, or special prints and patterns. No neon laces.

### **Middle School (Classes 6 and up):**

#### **Boys and Girls:**

**Shorts:** Navy with screen-printed school crest. Must be loose fitting and not too short.  
Basketball shorts.

**Tee shirt:** Gray, short-sleeved with screen-printed school crest. Loose fitting, not too short.  
Not tight (should not be able to see undergarment lines).

**Sweatshirt:** Navy or gray with embroidered school crest (any style)

**Shoes:** Athletic, NO high-tops, neon colors, or special prints and patterns. No neon laces.

## **Christmas Vespers and Awards Program**

### **THESE ARE NOT UNIFORM ITEMS**

#### **Girls:**

**Skirt/Dress:** Church or Christmas style with the shoulders covered, length is not shorter than three (3) inches above the kneecap and is not tight enough to see undergarment lines.

**Shirt/Blouse:** Modest neckline, not see through, not tight enough to see undergarment lines.

**Shoes:** Dress Shoes, but no higher than 1" heel.

**Boys:** A dress shirt, dress pants with a belt, dress shoes.

## **FINANCIALS**

### **Accountability**

- HCA is a Classical, Christian private institution.
- All tuition, fees, scholarships, and discounts are managed to support the full academic success of our students.
- Entry and acceptance at HCA are a privilege, not a right.
- Admission can be competitive.
- Financial accountability is necessary to maintain our Christian ministry.

### **Accounts in Arrears**

- If accounts in arrears occur, parents must communicate with the Business Office as quickly as possible. HCA is here to help our families in time of need. This is important because accounts will not be allowed to exceed more than 30 days in arrears. HCA students will not be allowed to attend class if tuition becomes past due by more than 30 days.
- Families who do not keep their accounts current will be asked to withdraw their students from HCA. No records or information will be released if the family's account is not current.
- All fees must be current to register for the next school year.
- A student will not be allowed to return to HCA if there are any financial obligations remaining from the previous school year.

### **Application Fee**

- The Application Fee is a required, nonrefundable fee which must be submitted with the Application for Admission.
- There is an Application Fee for each student attending HCA.
- The Application Fee cannot be billed or delayed.
- The current Application Fee is \$150.00 (beginning August 1, 2023).

### **Before and After School Care Fees**

- An Early Arrival Program is available Mon.-Fri. from 7:15-7:50 a.m. for a monthly rate of \$100/student to be paid with a one week minimum in advance. \$75 for each additional enrolled sibling.
- An Extended Day Program is available for Kindergarten Prep (K4) and Kindergarten (K5) classes on M, W, F after the noon dismissal until 2:50 p.m. Tuition for the Extended Day Program is \$300 per semester & must be paid up-front each semester.

## **Fundraising**

- Students, staff, or families of HCA will not be permitted to sell at school items for fundraisers or personal gain other than those deemed for the benefit of HCA by the administrative office.
- The administrative office of HCA is committed to keeping fundraising at a manageable level.

## **Re-Enrollment/Registration Fees**

**Non-Refundable** Registration Fee:

- \$400 if paid by February 15<sup>th</sup>.
- \$500 if paid after February 15<sup>th</sup>.

## **Medical Expenses**

Medical expenses incurred while at Heritage are the responsibility of the parents or legal guardian of the student.

## **Special Occasions**

Due to general expenses and staff commitments, no reduction can be made in tuition due to absenteeism, school closings due to inclement weather, scheduled days closed for holidays, teacher workdays, emergencies, or other reasons.

## **Tax Statements**

- After school care (Extended Day) may be eligible for income tax deductions (see your Financial Advisor).
- We do not automatically send yearly statements unless parents specifically request them. Please call the Business Office to request a tax statement. Please allow at least one week for processing.

## **Tuition**

- A Classical Christian education is an eternal investment.
- Tuition at HCA is the parental investment associated with educating students in a Classical Christian private academy.
- Classical Christian education is one of the most valuable assets parents and families afford their children.
- In a private academy setting, we expect our families to set Classical Christian education as a financial priority.

## GENERAL INFORMATION

### Arrival

- Classrooms are open and supervised at 7:50 a.m.
- No students are admitted into the buildings before that time unless they participate in the Early Drop-Off Program.
- Upon arrival, students should report immediately to their classrooms, as there are no supervised play activities outside the buildings.
- **The school day begins at 8:10 A.M.**
- Students not in their desks at 8:10 a.m. are tardy and must report to the front office with the parents to sign-in.
- All students are required to be seated at their desk ready to work by 8:10 a.m. A smooth beginning sets the tone for effective learning throughout the day.

### Bible Translations

Heritage Christian Academy uses the English Standard Version (ESV) for scriptural study and reference.

### Campus Visits

- **All parents and visitors to the campus are required to check in at the school office to sign in and obtain a visitors tag.**
- One exception to this rule is parents attending chapel and leaving at the completion of the service.
- A parent who would like to observe in his/her child's class is welcome to do so if prior arrangements with the office are made.
- Classroom visits can be a deterrent to a productive day so please be considerate of the teacher's time and be aware of how your presence affects the class.
- A parent who would like to assist in the classroom on a regular basis should consult the child's teacher.
- If a need exists, prior arrangements will be made so that the parent's visits to the classroom will be productive.

### Car Line

The school wishes to expedite car line procedures and make drop-off and pick-up orderly and safe for everyone. **Parents must refrain from making carpool changes during the school day except in the case of an emergency. If a change must be made, parents must inform the school office immediately.**

- Under no circumstances should parents park in the car lines and walk to another area.
- Please do not allow your riders to get out of the car in the car line for any reason.



- Lower school students will be taken out of the car and put in the car via the back seat (if possible) by car line monitors.
- It is the driver's responsibility to make sure the child is buckled properly before leaving campus.

### **Car Line Reminders**

- Update the transportation form on FACTS listing **ALL** persons authorized to pick up your student, including car make/model and license plate number.
- Changes or errors on transportation forms should be reported immediately to the office.
- Number placards should always be kept in cars.

### **Car Line Rules for Lower School**

- Students will be released **only** to cars displaying the appropriate number.
- Any parent on a hurried schedule should plan on arriving early enough to be one of the first cars in line.
- Students planning to go home with a friend must have a note of permission from a parent sent to the teacher before the beginning of the day, or to the office. Students without written permission will not be allowed to leave with anyone other than the parent.
- **Carpool plans should be established before the school day begins. Office personnel will only be responsible for messages in an emergency.**
- Punctuality is of the utmost importance. Teachers are not responsible for students for more than 10 minutes after school has been dismissed.
- Car line pick up areas are not appropriate for visiting, playing, or preparing for after school functions.
- Parent-Teacher conferences are not permitted in car line.
- The playground is off limits during car line. Students may play on the playground after the car line is completed.

### **Car Line Rules for Middle School Students**

These students will be allowed to walk to the cars without waiting for teachers to call the car line tag numbers.

### **Chapel Decorum**

The school desires to develop and foster an attitude and posture of worship in all students during the chapel services. Therefore, upon entering the sanctuary students should observe the following rules of behavior:

- Maintain a reverent attitude, recognizing that this is a place of worship.
- Realize that the speaker is always entitled to courteous attention.
- Participate in singing and prayer.
- Pay particular attention to the reading and preaching of the Word of God.

## **Class Parents**

Each class will have a “class parent” who will have the following responsibilities:

- planning class parties for Christmas and Valentine’s Day.
- assisting the teacher with organizing carpools for field trips.
- assisting the teacher with the organization of programs and plays.
- calling parents with volunteer needs.
- notifying parents of upcoming events.

## **Classroom Behavior**

- Classroom behavior should always contribute to an atmosphere that supports learning.
- Students should always be in class on time with appropriate materials.
- Students must not interrupt either classmates or the instructor in any way.
- Students should avoid actions or speech that disrupts the flow of the class activity, whether it is lecture, discussion, or lab work.
- The classroom must be kept orderly and clean.
- Books, notebooks, coats, jackets, and lunch bags should be stored in desks and designated areas.
- Only objects that pertain to instruction may be brought to school and stored in the classroom.
- Markers and erasers are kept on the marker boards; marker boards are to be kept clean so that they may be used for schoolwork.
- Only authorized announcements may be communicated on the board.
- During the short (5 minute) breaks between class periods, students are permitted to remain in the classroom, or ask permission to go to the restroom.
- Wrestling, chasing one another or other boisterous, noisy activity is not permitted.

## **Contacting Faculty and Staff Members**

- Parents wishing to contact a faculty member may leave a message in the office or send an email.
- All teachers and staff check emails daily, and email addresses are listed in the Staff Directory in FACTS.
- Parents are asked to refrain from calling or texting faculty and staff at home.
- Faculty and staff will make every attempt to return emails or phone messages within 24 hours. Contact Administration if the teacher fails to return your email or phone call.
- Please do not expect to speak with a teacher while he/she is responsible for other students.
- Also, please understand that emails or messages sent after working hours may not be answered until the next day.
- Text messaging between students and teachers is prohibited.

## Dismissal

### Kindergarten Prep and Kindergarten

- These students are dismissed at 12:00 p.m. on Monday, Wednesday, and Friday.
- Extended Day dismissal is also optional for these days if parents have selected this alternative for the entire year, with dismissal at 2:50 p.m.
- Classes are dismissed at 2:50 p.m. on Tuesdays and Thursdays.
- The school provides supervision of students for only 10 minutes past the dismissal time.
- The school understands that situations occur which may prevent the parent from picking up their child by 3:00 p.m. The parents must call the school office to inform them of a late pick up.
- After the third late pick up, **each event carries a monetary penalty of \$25.00 per child, per offense.**

### Classes 1 - 8

- Classes are dismissed at 2:50 p.m. Monday through Friday.
- The school provides supervision of students for only 10 minutes past the dismissal time.
- The school understands that situations occur which may prevent the parent from picking up their child by 3:00 p.m. The parents must call the school office to inform them of a late pick up.
- After the third late pick up, **each event carries a monetary penalty of \$25.00 per child, per offense.**

## Electronic Devices

**HCA students are not permitted to use cell phones or other non-school issued mobile devices (i.e., iPods, iPads, Androids, Smart watches, etc.,) in school except when granted permission by the administration. Devices must be stored in lockers or backpacks and turned off.**

## Face Coverings/Masks

- Face coverings/masks are not required at HCA but are optional. Comfort, safety, and fit should be considered when choosing a face covering/mask.
- Face coverings/masks will not be supplied by HCA.
- Face coverings/masks must be clean.
- No full face covering/mask will be permitted. No hunting, ski, Halloween, or any full-face covering/mask is permitted.
- Face coverings/masks are not to be shared.

## **Field Trips**

Since all learning does not take place in the classroom, field trips are an important part of our educational program. Each class (K-8) will participate in a number of field trips each year. These excursions are supervised by faculty members and parent volunteers. During this time, parents are to supervise the students and keep order. Refrain from bringing siblings, as this creates a distraction and diminishes the learning experience for the students enrolled in the class. Moreover, it is important that siblings not distract chaperones.

- The class parent may be asked to assist the teacher in arranging transportation for field trips.
- Transportation is provided by parents in private cars with individual seat belts available for each student.
- We prefer that teachers ride with parents and students during field trips, but there are special circumstances where teachers or employees may need to drive.
- Some field trips may be out of town.
- Parents will also be asked to sign a Field Trip Release Form prior to all field trips.
- On these trips, school uniforms or other prescribed dress will be required.
- Movies, video games, and personal electronic devices (iPods/iPads, cell phones, tablets, etc.) are **not allowed** on HCA field trips.

Our students have represented our school very favorably on all field trips, thus assuring our welcome return to areas we have visited. We have had countless compliments on the outstanding conduct of the Heritage students. It is a wonderful reflection of the students' Christian faith and upbringing. We are pleased by the fine behavior of our students, and we know the students will want to help maintain these trips as part of the curriculum by continuing the tradition of fine decorum. Students on field trips remain under the rules and regulations for behavior by Heritage Christian Academy.

## **Gifts for Faculty and Staff:**

It is generally acceptable for teachers to accept gifts from parents if the gift is not too expensive or inappropriate. It is important to consider the gift's intent when making this decision and to avoid situations that would influence a teacher's professional judgment or action and could lead to ethical issues. If the gift is meant with good intentions, such as celebrating a special holiday or occasion, offering support, or recognition, it is acceptable. Gifts given to support a classroom as a resource are given to the school, not the teacher. Please inform the Head of School when gifting classroom resources.

## **Appropriate Gifts:**

- Handmade gifts.
- Gift cards no more than \$25.00 in value.
- Candy, flowers, small gifts (no greater in value than \$25.00).
- Thank-you notes and cards.
- School supplies such as pens, pencils, notepads, stapler, staples, paperclips, etc. (no greater in value than \$25.00).

## **Hall Passes**

- Middle School students must have written permission, or a hall pass from a teacher to be out of class or to visit the front office, for any reason. Lower School teachers will use the radio to notify the office if a student needs to report to the office.

## **Hours of Operation**

- HCA office hours are 7:45 a.m. until 3:30 p.m., Monday through Friday during the academic school year.
- Phone calls received after 3:30 p.m. will be routed to voice mail.
- Early arrival program time frame is 7:15-7:50 a.m.
- AM Car line time frame is 7:50-8:10 a.m.
- PM Car line time frame is 2:50-3:00 p.m.
- Kindergarten Prep and Kindergarten extended day time frame is 12:00 noon until 2:50 p.m.

## **Kindergarten Prep and Kindergarten Ages for Entry**

- All applicants for Kindergarten Prep must be four years old by September 1.
- All applicants for Kindergarten must be five years old by September 1.

## **Library**

- Library hours will be posted.
- No food or drink is allowed in the library.
- Students in Kindergarten Prep-Class 5 must be accompanied by a teacher or parent.
- No boisterous behavior is permitted in the library.
- Students are responsible for all library materials that they use or check out.
- Any student not obeying the library's rules will be asked to leave the library.
- Overdue fines will be charged and collected, at a rate of 10 cents per school day. The students should not let materials become overdue. All books are renewable.
- Students are responsible for the library materials used or checked out. If an item is lost or damaged, the current replacement price will be charged. Many of the books on our book list are out-of-print. These books have been difficult to collect and cannot be reordered, so students should be very careful with those items entrusted to them.

## **Lockers**

- Lockers are the property of HCA and are provided to Middle School students as a service for securing student belongings.
- Any locker may be opened, and its contents may be searched.
- Any person entering the premises of HCA shall be deemed to have consented to a reasonable search of his/her person and effects, including all bookbags and purses.
- Students in Middle School will each be assigned a locker/s and must be responsible for keeping the area clean; an infraction will be issued when a locker is not kept organized.

- Students may not eat or drink (except water) from the lockers. An infraction may be issued for this as well.
- Students must use their assigned locker and cannot exchange with another student.
- **No personal locks are allowed.**
- Students are not to share their locker with another student.
- No hazardous materials may be stored in lockers.
- No open drinks, food, or candy may be left in lockers.
- Stickers are not permitted on any part of the lockers.
- Writing or painting on the lockers is not permitted.
- Mobile devices such as cell phones, must remain in the student's locker, powered off, during school hours.
- Students will not open anyone else's locker.
- Students are responsible for any locker damage they cause.
- Students will not pass notes through locker vents.

Violation of any of the above rules may result in temporary or permanent suspension of locker privileges and may be deemed a discipline violation. HCA is not responsible for lost, stolen, or damaged goods belonging to students. Any problems with a locker should be reported to a Middle School teacher. Lockers, bookbags, desks, textbooks, and notebooks may be inspected and searched at any time by the Administration.

### **Lost and Found**

- All students are required to clearly mark all clothing, book bags, and other personal items.
- Articles found on campus should be turned into the office.
- Please check the lost and found periodically for any missing items.
- Items not claimed within a reasonable time will be donated to charity.

### **Messages**

- Only in the case of an emergency will a class be interrupted to deliver a message from home.
- In such cases, parents must call the office to have a message delivered to their child's teacher at an appropriate time.
- **Parents must refrain from calling or texting their child's teacher during the school day, which can be very distracting to the teacher and the class.**

### **Money at School**

- Apart from student council fundraisers, Lower School students should not bring money to school.
- Students in Classes 5 and above may bring change for purchasing soda on Fridays.
- The school is not responsible for money lost at school.
- Students are not allowed to lend money at school.

## **“No School” Announcements**

In the event we need to announce a delayed opening or a school closing, we will use the emergency text system in FACTS to notify parents.

## **Off-Campus Behavior**

- While the students are not under the authority of the school when off the Heritage Christian Academy campus or not engaged in a school-sponsored activity, all students should realize that their school is judged and esteemed according to their behavior.
- Therefore, any action that can seriously damage the reputation of the school or violate state law may subject the student to disciplinary action.
- When engaged in a school-sponsored activity, such as excursions, field trips, academic competitions, and athletic events, the students are subject to the regulations of the school and are subject to disciplinary action for misbehavior.

## **Office**

- Students and parents should enter the school office to conduct business and should leave promptly after their need is handled.
- Please remember that if you stay to chat, you are distracting the office personnel.
- Only in special cases will students or parents be allowed to use the telephone in the school office.
- The school office will try to transmit messages from parent to student only in the case of an emergency.
- The faculty workroom is off-limits to students and parents.
- The office does not call parents for missing homework, P.E. clothing, or lunch.

## **Office Equipment**

- Students and parents are not to use the school’s telephone, copy machine, or office computer.
- Special permission may be granted to parents who are assisting the office staff or teachers.

## **Parent Volunteers**

- Volunteering both acquaints the parents of Heritage students with each other and is necessary for the school to run in an organized and efficient manner.

## **Parent Volunteer Opportunities**

- Assistance for the office and for teachers
- Coaching
- Support for special events

- Chaperone for class field trips
- Driver for class field trips
- Providing guest speakers
- Grandparents' Day and Fine Arts Day reception
- Classroom special project and activities
- Social committee
- Strategic Planning Committee

### **Playdates After School at Heritage**

- Heritage Christian Academy is often a location used by our families for after-school play dates. We encourage parents to arrange these activities with certain rules in place:
  - Parents must supervise their own children.
  - Play is limited to the playground and field area behind the modulars.
  - Play does not take place on the breezeway between the modulars as teachers use this time to prepare for the next school day and many times hold parent conferences.
  - When students use the restrooms, parents must supervise.
  - Restroom lights are turned off before leaving.

### **Playground and Outdoor Rules Before, During, and After School Hours**

- Stay quiet on the walkway and always walk.
- Put all trash in the trash can.
- Do not leave personal items on the playground.
- Place all balls back in the ball box when you are finished playing.
- Always show good sportsmanship and no rough housing/wrestling.
- Be kind and considerate of others while playing by sharing the equipment and using polite words.
- Go UP the ladder and DOWN the slide. Slide feet first.
- All students should be in the teacher's line of vision. (Near enough to hear the teacher call.) A teacher must be on 4-Square duty (on the blacktop) each day.
- Students do not play beside the mobile classrooms - this interrupts classes that are in session. Stay in the designated playground area. Exception - They may play in the field if they are within sight (and hearing) of their teacher. Teachers determine the boundaries.
- Do not stand on the seesaw. Do not use the seesaw space for congregating to visit. This prevents others from playing.
- Do not climb the trees (except for the "Pirate Tree") or hang upside down from any playground equipment without holding on with your hands.
- Sit on your bottom when swinging. Swing back and forth, not side to side, and do not twist the chains. Do not run THROUGH the swings OR the breezeway/sidewalk.
- Only one person on one swing at a time.
- Throwing rocks or sticks is not allowed. No running with sticks! Do not throw anything over the fence!
- Students should not get overly dirty outside: no digging or rolling on the ground.



- Be kind and fair when playing group games.
- All teachers carry walkie talkies when on playground duty.
- Teachers must watch their students and always pay close attention.
- Do not kick any of the balls (except soccer balls) but rather toss them to the appropriate person.
- No rough physical contact between students except for a light tap when playing tag.
- Do not stand or sit on top of the picnic tables.
- Students must ask permission from the teacher on duty to go to the restroom or to leave the playground for any reason.
- Teachers and students must be aware of any traffic through the paved area and step out of the way when a moving car is present. If you are playing a game with a ball, hold the ball until cars pass through.
- Place snack containers neatly where your teacher tells you to (off the walkway).
- Lower school students must eat their snacks/lunch before playing on the equipment.
- DO NOT dig anywhere! Holes cause tripping hazards.
- Pick up and put away all balls/toys.

### **Prayer Group**

- The parents of Heritage students meet bi-weekly to pray for the faculty, families, and students of Heritage, as well as the needs of the school.
- This informal prayer group also assists school families in times of bereavement and crisis.
- The Prayer Group exists to present prayer requests and to pray over those requests.
- The leader of this group holds all participants accountable to refrain from gossip and topics that should be addressed in a different manner.
- The prayer group meeting time is from 8:15 a.m. until 9:30 a.m.

### **Promotional Materials**

- Promotional materials, signs, brochures, may not be posted or displayed on the HCA campus without prior approval of the administration.
- No one is authorized to solicit our families, faculty, or students for any promotional item unrelated to the mission of HCA.
- All promotional material must be approved through the HCA administration.

### **Reporting Suspected Child Abuse and Neglect**

- South Carolina law requires that certain professionals report suspected cases of child abuse or neglect, because they have unique opportunities to observe and interact with children. The following professionals are mandated reporters of child abuse or neglect:
  - Healthcare professionals
  - Educational professionals
  - Social or public assistance professionals
  - Legal professionals and clergy

- Undertakers, directors, and employees
- Film processors
- Computer technicians
- The law encourages all persons to report. HCA staff are obligated to report suspected abuse and neglect to the administration.
- The Head of School will investigate the allegation and contact the Lexington County Sheriff's Office.

### **Resolution of Conflict**

- A student's successful experience at Heritage depends upon open communication between the family and the school.
- This requires effort on both sides, combined with mutual trust and respect.
- When a problem or question does arise, the parent should attempt to discuss it with the appropriate faculty member first in a respectful and graceful manner.
- If the problem cannot be resolved or the parents do not feel comfortable discussing the matter with the faculty member, then an appointment may be made with the Head of School.
- If after allowing the appropriate school authorities time to address the situation, and the parent believes that a problem still exists, a written petition briefly summarizing the problems may be submitted to the Board through the school office.
- The Board will then review the petition and determine what action, if any, is required.
- Meetings with the Board will only be granted if the Board determines such a meeting would be beneficial.

### **Semester Projects**

- In the fall semester, all students in Classes 1 – 5 will complete semester projects.
- Class 1 will complete a leaf collection project.
- Classes 2 - 4 will be allowed to select a special project, skill, or interest which he or she wishes to develop, such as a rock collection, a garden, a study of the architecture of a specific historical period, a sewing or needlework project, documentation of physics experiments, etc.
- Class 3: Bug project due in the second semester.
- Class 4: State project due in the second semester.
- Students in Class 5 will complete a science project, the purpose of which is to train them to utilize the scientific method.
- We are attempting to develop a love of learning that will last a lifetime. The purpose of this assignment is to highlight special interests and abilities of the student, to encourage self-motivated learning, and to train them to seek a high level of excellence in their work using the special talents God has given them.
- HCA teachers and administration reserve the right to adjust, modify, or change the projects.

### **Speed on Campus**

- At any given time, students could be playing, walking, or exercising anywhere on camps. Drivers must be alert and keep vehicle travel speed to 5 MPH or less on our campus.
- Keep our students safe.

## **Textbooks and Supplies**

- Textbooks and supplies are issued at the beginning of the school year and at other times during the year as requested by the teacher.
- Students are asked to replace or pay for textbooks, library books, and supplies that are damaged or lost while in their possession.
- Fines are imposed for minor damage to school property.

## **Volunteer Security**

- To ensure the safety and security of our campus, we require volunteers to complete a volunteer application and undergo a background check.
- As a part of our safety procedure, adults entering our building for the first time must have their driver's license available for review.
- It is necessary for us to always know who is always on our campus.
- Volunteers must check in at the front office and will be required to wear visitor's badges.
- Before leaving campus, volunteers must be sure to sign out.
- If a background check reveals that a volunteer has been arrested for a crime that HCA deems sensitive or a security risk, HCA reserves the right to deny that volunteer access to any activity or student on or off campus.

## **HEALTH AND WELLNESS POLICIES, PRACTICES, AND PROCEDURES**

- The health assessment & medical exam form is required for all new students, students entering classes 1, 4, and 7, and students who participate in athletics.
- The form, completed and signed by a parent or a guardian and a physician, must be on file in the office before a student will be allowed to attend school.
- Booster immunization records must be brought up to date yearly for all students.
- The school does not employ a school nurse.
- If your child is exhibiting any of the following symptoms, he/she should stay at home for 24 hours to avoid a cycle of sickness:
  - Vomiting – student must go home and remain for 24 hours, symptom free.
  - Diarrhea – student must go home and remain for 24 hours, symptom free.
  - Elevated temperature (100.4 +) – student must go home and remain for 24 hours, symptom free.
  - COVID 19 or flu – HCA follows recommendations of the SCDHEC organization and student must quarantine for a minimum of five days. Student may not return to school until fever free and no COVID symptoms for 24 hours, without medication.
- Students must report any injury or illness to the teacher at the time of occurrence.
- Minor first aid will be administered by office personnel for illnesses and injuries occurring at school, and a record is maintained for each child.
- The school may supply acetaminophen (Tylenol), Ibuprofen (Advil), and Tums.; however, these will not be administered unless parents have given consent on the Parental Authorization Form in FACTS.
- All other medication required during school must be supplied by the parent and **brought to the school office** in the original container properly labeled with the name of the student, identification of the medication, as well as the dosage and the time to be administered. Students are not permitted to administer their own medication.
- A completed medication form must be on file before medications are accepted.
- Inform the office staff and your child’s teacher of any emergency medications (e.g., Ana-Kit, EpiPen, inhalers) that always need to be kept with the student.
- It is required that students be kept at home when they are sick, have a fever (100.4° or higher), or have an undiagnosed rash.
- **A child should be fever-free (below 100.4° F) without medication for 24 hours before returning to school.**
- If the school calls for parents to pick up sick child, HCA has determined student needs to go home. HCA administration is the final authority on sending students home when they show signs of sickness.
- When the school calls, it is incumbent upon parents to cooperate and have the student picked up promptly either by parent or person listed on the approved emergency pickup list.

## **SAFETY POLICIES AND PROCEDURES**

- The safety and welfare of all students, employees, and visitors to our campus is our number one responsibility.
- We take our campus security seriously.
- All parents, teachers, volunteers, and students have specific entry points and times to access our offices, our classrooms, and our chapel.
- No parent or visitor is permitted to enter a classroom without first checking in at the main office.
- All classroom doors, chapel, and office are always locked.
- Doors must not be breached open.
- Students are never authorized to open doors for visitors wishing to access our building and classrooms.
- The school works in conjunction with the Lexington County Sheriff's Department to develop an emergency action plan annually.
- The school practices all drills in the Emergency Action Plan throughout the school year.
- All employees have a copy of the Emergency Action Plan.
- The Emergency Action Plan is not shared in detail with anyone who does not work for the school as this is a security risk.
- Students are expected to respond quietly, quickly, and orderly while listening to directions during drills.
- Parents will not have access to their children during a disaster drill.
- All staff members have procedures for different levels of evacuation should an incident occur requiring action.
- HCA faculty and staff routinely evaluate procedures and make recommendations for improvement.
- HCA board members continually seek additional safety support for the campus.

### **Lock Downs**

- A lock down is when the entire HCA campus is put on alert due to an external or internal emergency or threat to the safety of the campus population. There are two levels of lock down:
  - **Level 1:** When an authorized person deems that the campus should be on alert, but the emergency or threat is not imminent or definite. The entire campus will be locked, and outside activities will cease. Movement within the building for activities will be allowed but activity on the playground and field will cease.
  - **Level 2:** When an authorized person deems that the campus population is in immediate danger. The entire campus is locked, and outside activity ceases. There is no movement within the building and building access is limited. Parents are notified via FACTS alert as soon as students and staff are safely secured. Students will not be released from HCA until the "All Clear" is given by appropriate authorities. Parents

are asked not to come to the school office during this time; faculty and staff will be occupied doing everything possible to ensure the safety of our students.

## **STUDENT LIFE**

### **Awards Night**

- Awards Night is held for Classes 6 and above on the evening before the final day of school.
- Academic and character awards are given at this time.

### **Birthdays**

- Invitations, presents, costumes, or other party paraphernalia are not to be brought to school.
- PLEASE MAIL or EMAIL INVITATIONS to birthday parties directly.
- If all the children in the class are not invited to a student's party, children must be sensitive to those not invited by refraining from discussing the party. This is a part of training our children to have good manners and to be considerate of others.
- Parents are asked to notify the teacher if they wish to bring cupcakes or cookies to the student's class during lunch on the student's birthday. (Presents, goody bags, etc. are not permitted.)
- A meaningful way to celebrate a child's birthday is to donate a book to the library in the child's honor. Lower School parents may choose to read to the class from the donated book.
- Parents may join their child for lunch on his/her birthday.

### **Events**

Families are both welcome and encouraged to attend unique events at Heritage. However, parents are asked to accompany, set expectations, and monitor their children throughout the event.

- **Middle School Fall Retreat:** Middle School students receive instruction on Apologetics, interact, discuss, and practice the art of articulating their faith.
- **Grandparents' Day:** Grandparents' Day is held on the Friday before Thanksgiving break. It is a very special event in which our students honor their families with a program of recitations, songs, and a reception. Lower School Semester projects are also on display for viewing and the campus is open for families to visit. Proper uniform required for students.
- **Christmas Vespers:** Students voluntarily perform Christmas music. Proper attire required.
- **Doughnuts for Dads:** All Heritage fathers are invited to attend this event in the cafeteria with their children.
- **Valentine's Day Parties:** Lower School parties organized by Classroom Moms.
- **Talent Show:** This event is sponsored by the Student Council and in conjunction with the Heritage Event Coordinator. The event occurs in the spring.

- **Kindergarten Prep and Kindergarten Breakfast:** Located in the chapel. Enjoy muffins, coffee, and juice and enjoy presentations and music by these children. Students will come to the chapel from the classroom. Parents, relatives, and friends join them for muffins, juice, and coffee in the chapel lobby. Afterwards, the children share Bible verses, poems, and songs learned during the school year.
- **Middle School Field Day:** Last day of school for Middle School students. Half day of school.
- **Awards Night:** Middle School students' recognition night. Located in the chapel.
- **Fine Arts Day:** Fine Arts Day is held on the last day of the school year to celebrate the accomplishments of students in Classes 1 - 5. The students perform plays, recitations, or other relevant programs. Artwork may be exhibited, and musical selections may be performed.
- **Chili Cookoff and Fall Festival:** sponsored by the Social Committee.
- **Heritage Golf Tournament:** held every other spring.
- **Silent Auction:** held every other spring in alternating years with the Heritage Golf Tournament.

## **Holidays**

- **Christmas**
  - Celebrations are religious in nature only.
  - Santa Claus is not discussed at school.
  - **Students are not permitted to exchange Christmas gifts at school.**
  - Lower School will hold parties at 11:00 am on the last day of school.
  - Middle School will have a school-wide activity planned by the teachers.
- **Valentine's Day Parties**
  - Valentine's Day parties are held in the Lower School classrooms on Valentine's Day and Valentines are traded with everyone in the class.
  - Middle school students will participate in a Valentine activity coordinated by a designated faculty member. There is no party, but parents may bring cookies or brownies for the class to enjoy during break or lunch.
- **Halloween is not celebrated at Heritage.**
- **Easter**
  - Easter is focused on the celebration of the resurrection of our Lord.
  - The Easter Bunny is not discussed at Heritage, and there are no Easter egg hunts.

## **Lunch**

- Students are expected to use good manners and appropriate voice levels at lunch.
- Students are not allowed to trade or share food; in sharing food, students share germs.

- We also want to be certain that no student feels the need to give up any portion of his or her lunch.
- Each student is responsible for the tidiness of his lunch area.
- After lunch, the students may play outside on the grounds.
- All food must be kept in lunch boxes and may not be opened in the hall or classrooms, unless permitted to do so by a teacher.
- Food may be taken out of lunch boxes only in the cafeteria or outside play areas.
- Lunch will be provided with a \$3.00 charge if needed.

### **Lower School**

- Students in Kindergarten Prep – Class 3 are not permitted to bring carbonated beverages, glass containers, gum, or candy to school.
- An exception to this rule may be made for holiday parties.
- Students in Kindergarten Prep – Class 3 may not use the microwave.
- Students in Class 5 are not permitted to bring glass containers, gum, or candy to school. An exception to this rule may be made for holiday parties.
- Students in Class 5 may purchase a carbonated beverage on Fridays and on school field trips.
- Students in Class 4 and 5 may use the microwave to heat their food, using a maximum of 90 seconds per student.

### **Middle School**

- Students in Classes 6 and above are permitted to bring carbonated beverages with a screw-on top, or to purchase sodas from the cafeteria, if available.
- Gum is not permitted on the school premises.
- Middle School students may use the microwave to heat their food, using a maximum of 90 seconds per student.

### **Morning Devotion and Chapel**

- Morning devotions occur during the beginning period of the day, from 8:10 - 8:35.
- This time is devoted to Bible readings, discussion, and prayer.
- The school systematically reads the Bible every four years.
- At the beginning of every month the Bible reading schedule is sent home.
- Parents are strongly encouraged to read and discuss the Bible passages with their children at home.
- This family devotional study plays a very important role in the spiritual development of the student.
- Once a week students attend a 20–30-minute chapel service.
- This service is designed to bring the school family together for corporate worship.
- Parents, family members, and guests are always welcome at chapel services.
- Chapel is held on Fridays from 8:15 - 8:35 a.m. (sometimes a little longer).
- Chapel doors lock at 8:15 a.m.



## **Social Media**

- HCA does not recommend students establish accounts on Facebook, Twitter, Instagram, and other social network sites until they enter high school. (Facebook has set a minimum age of 13 to establish an account with their network.)
- If accounts are established with age-appropriate children, we ask that parents carefully monitor the postings.
- Refrain from derogatory postings in reference to students or employees of the school.
- Do not disrespect the rights and confidentiality of others.
- Do not impersonate or falsely represent another person.
- Do not bully, intimidate, abuse, harass, or threaten others.
- Do not use offensive or threatening language or resort to personal abuse towards each other or members of the community.
- Do not post content that is hateful, threatening, pornographic, or incites violence against others.
- Do not harm the reputation and good standing of HCA or those within the community.
- Do not film, photograph, or record members of the school community while participating in school events without the express permission of the HCA Administration.
- Do not use film, photographs, or recordings of HCA without express permission of the school.

These postings represent Heritage when made by Heritage students. The school cannot monitor inappropriate off-campus behavior, but inappropriate postings may result in a student not being asked to return, or in immediate dismissal. This policy applies to HCA students, families, and faculty.

## **STUDENT RECORDS AND COMMUNICATION**

### **FACTS**

FACTS is a web-based school management system and is our primary method of communication and student records storage. It is critical that parents maintain current contact, transportation, and medical information in FACTS. FACTS is password protected so that parents and/or guardians see only their student's information. HCA uses FACTS to house the following information:

- Attendance records
- Daily grades
- Progress reports
- Report cards
- Transcripts
- Lesson Plans
- Homework assignments
- Missing assignments
- Discipline
- Staff and school directory
- Teacher email addresses

## **Parent and Teacher Communications**

- Teachers update assignments in FACTS weekly.
- Parents are assigned a secure code which enables them to access their personal account.
- FACTS eliminates the need for parents to call the school and track down makeup work, forgotten assignments, or other related student life issues. (The school office is happy to help parents locate these things as well as train parents on using the FACTS system.)
- HCA teachers communicate with parents via FACTS and our email system.
- HCA teachers and staff communicate via the phone system as well.
- Teachers schedule parent meetings and welcome parents to schedule conferences.
- Parents must refrain from drop-in visits. Contact the front office or the teacher for scheduled conferences.

## **Records Privacy**

- Unless a court order specifies otherwise or terminates all parental rights, both parents, whether married, separated, or divorced, have a right to review and have copies of their child's school records.
- In the absence of official documentation, school officials do not have the authority to deny either parent's access to the child's records.
- Unless the parent lives farther than 50 miles away from the school, the school is not required to honor requests for copies of student records until the parent has come to the school to inspect them.

## **Release of Records Procedures:**

- Copies of student records are to be sent via email.
- HCA will provide only one additional printed report card. All report cards are typically issued through the office via FACTS.
- HCA will not consent to or enter into any agreement that would obligate the school to regularly mail copies of the child's records to a parent.

Except in the following two specified circumstances, HCA will not provide any party other than a parent, including a parent's attorney, with copies of the student's records without a signed release from the parent of record.

- A student's record will be carried to the court by a school official only if it is duly subpoenaed by the court.
- Licensed attorneys or non-lawyers who are appointed by the court as guardians are authorized to have access to the student record that they deem necessary for the preparation of an accurate and thorough report to the court. An authorized guardian will have a letter of introduction from the Family Court Judge to confirm his/her assignment to a case.

When a non-custodial parent requests directory information, and such release is known to be objectionable to the custodial parent, HCA is required to release the information but will attempt to notify the custodial parent of the request, especially if the school has been put on notice that the health and/or safety of the child is an issue.

**Any suspected violations of this policy should be reported to the administration.**

### **Custodial Guardians**

- Custodial guardians must provide HCA with the following:
  - Proof of legal guardianship
  - A valid copy of a driver's license